M-Step™

Michigan Student Test of Educational Progress

Spring 2018 **M-STEP** Test Administration Manual **(TAM)**

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How to Use This Manual

Introduction

This manual is intended to help those involved with administering the Michigan Student Test of Educational Progress (M-STEP) assessments understand (1) how the administration process works from beginning to end, (2) key dates when specific assessment activities take place, (3) the roles that school personnel play in the administration process, and (4) how to use available supports and accommodations.

This manual is divided into eight sections:

- **Important Dates** gathers calendar-related information in one place to help school personnel prepare for, schedule, and administer the tests.
- **Overview** describes general information that everyone involved in the M-STEP administration process needs to know, including District M-STEP Coordinators, Building M-STEP Coordinators, Test Administrators, Technology Coordinators, and other relevant school personnel.
- **District Coordinators** covers information specific to fulfilling the role of a District M-STEP Coordinator before, during, and after testing.
- **Building Coordinators** covers information specific to fulfilling the role of a Building M-STEP Coordinator before, during, and after testing.
- **Test Administrator** covers information specific to fulfilling the role of a Test Administrator. (**NOTE**: This section does not include actual test directions; those can be found on the M-STEP webpage and in the Initial Materials Order [IMO] page in the Secure Site).
- **Supports and Accommodations** discusses the numerous supports and accommodations available to students when taking the M-STEP tests, as well as how and when to use them and where to obtain additional information.
- **Materials Return Instructions** describes in detail how to return secure materials to the M-STEP contractor for scoring, as well as how to handle non-scorable materials.
- **Appendices** include the *M-STEP Calculator Policy*, the *M-STEP Scratch Paper Policy*, the *Incident Reporting Guide*, a direct link to the *eDIRECT User Guide*, the *2018 M-STEP List of Important Dates*, updates to the 2018 M-STEP, and resources for the administration of the assessment.

Everyone involved in M-STEP testing must read the *Important Dates* and *Overview* sections of the manual. They also must read the section (or sections) related specifically to their role(s) in the test administration process. All other sections are optional; however, it is strongly encouraged that educators read the entire manual, if time permits, to better understand how their role fits into the overall administration process. The following table shows which sections of the manual must be read by whom, as well as where to find those sections.

Role	Required Sections	Page
District Coordinator	**All sections:** • Important Dates • Overview • District Coordinators • Building Coordinators • Test Administrators • Supports and Accommodations • Materials Return Instructions	 8 12 32 42 55 64 39
Building Coordinator	• Important Dates • Overview • Building Coordinators • Test Administrators • Supports and Accommodations • Materials Return Instructions	8 12 42 55 64 78
Test Administrator	• Important Dates • Overview • Test Administrators • Supports and Accommodations	8 12 55 64

The M-STEP assessments are administered primarily online. However, there are two instances in which they may be administered using paper/pencil versions of the test: (1) when required to meet an individual student's needs, or (2) when a waiver has been applied for by a school and approved by the Michigan Department of Education (MDE). November 21, 2017, was the last date by which schools could apply for Spring 2018 waivers.

Since this manual provides information on both types of test administration (online and paper/pencil), the MDE has developed two icons—a computer to represent online testing and a pencil to represent paper/pencil testing. When a section of the manual applies only to **one mode** of testing, the corresponding icon will appear. Sections without icons pertain to both online and paper/pencil testing.

Icon	Mode
	Paper/Pencil
	Online

Important Dates

Although many of these dates are mentioned elsewhere in the manual, the Michigan Department of Education (MDE) thought it was important to have one place where readers could go to find all of the key dates related to M-STEP testing. Please feel free to print, copy, and distribute these pages to others involved in the testing process.

(NOTE: A complete list of dates encompassing the entire 2018 M-STEP administration cycle can be found in *Appendix E* on page 101.)

Spring 2018 Testing Schedule for Summative Assessments

Assessment	Week Of															
	2/5 –2/9	2/12 –2/16	2/19 –2/23	2/26 –3/2	3/5 –3/9	3/12 –3/16	3/19 –3/23	3/26 –3/30	4/2 –4/6	4/9 –4/13	4/16 –4/20	4/23 –4/27	4/30 –5/4	5/7 –5/11	5/14 –5/18	5/21 –5/25
M-STEP Grades 5, 8, and 11										4 weeks						
M-STEP Grades 3, 4, 6, and 7													4 weeks			
MI-Access Alternate Assessments										7 weeks						
College Entrance: SAT with Essay										4/10 only		4/24 only				
Accommodations Testing										4/10-4/24						
Work Skills: ACT WorkKeys										4/11 only		4/25 only				
Accommodations Testing										4/11–4/24		4/25–5/1				
PSAT*										4/10 or 4/11		4/24 or 4/25				
Accommodations Testing										4/10 – 4/24						
WIDA ACCESS for ELLs 2.0	7 weeks															
WIDA Alternate ACCESS for ELLs	7 weeks															

* 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.

NOTE: Paper/Pencil test dates for the M-STEP ELA, mathematics, science, and social studies assessments will occur on designated dates within the testing windows.

Paper/Pencil Test Dates

Grade 11

April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 SAT w/Essay	11 ACT WorkKeys	12 SCI/SS	13 Makeup SCI/SS	14
15	16	17 Makeup Science/Social Studies	18	19	20	21
22	23	24 Makeup SAT	25 Makeup ACT WorkKeys Makeup Science/Social Studies	26	27	28
29	30	1	2	3	4	5

Grades 9 and 10

April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 PSAT	11 PSAT	12	13	14
15	16	17	18	19	20	21
22	23	24 Makeup PSAT	25 Makeup PSAT	26	27	28
29	30	1	2	3	4	5

Grades 5 and 8

April 2018

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

Grades 3, 4, 6, and 7

May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 ELA Day 1	2 ELA Day 2	3 Makeup ELA	4 Makeup ELA	5
6	7 Makeup ELA	8 MATH	9 Makeup - ELA and MATH	10	11	12
13	14	15 Makeup - ELA and Math	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Important Pre-Testing Activities		
M-STEP Pre-ID Window	Opens: **January 8, 2018** Closes for preprinted barcode labels (paper/pencil testers): **February 13, 2018** Online Test Session set-up: **January 8 – February 26, 2018** Remains open for new students through the last day of the grade-specific test window.	
M-STEP Initial Order Window	**January 8–February 13, 2018**	
M-STEP Additional Order Window	Grades 5, 8 and 11: **April 3–April 24, 2018** (Window closes at noon.) Grades 3, 4, 6 and 7: **April 24–May 15, 2018** (Window closes at noon.)	
M-STEP Spring Coordinator Live and Taped Training	**March 6, 2018** (live, 10-11 AM) The recorded version will be available in eDIRECT on **March 7, 2018.** (This training relates only to online testing.)	
Spring 2018 M-STEP Test Recorded Presentations	Released in chapters on the M-STEP web page. Watch *Spotlight* for dates available.	
M-STEP Initial Test Materials Arrive in Districts	Grades 5, 8 and 11: **March 26–28, 2018***	Grades 3, 4, 6 and 7: **April 16–18, 2018**

* For grades 5, 8 and 11, schools may request an alternate delivery date of April 2–4, 2018 in the Secure Site Material Order Form. Alternate delivery dates for grades 3, 4, 6 and 7 are April 23–25, 2018. Schools can select alternate delivery dates in the Initial Material Order page of the Secure Site.

Surveys being conducted by the OEAA include: (1) the **Off-site Test Administration Request survey**, which opened on November 6, 2017 for grade/schoolwide testing and remains open for individual students (e.g., homebound, expelled, etc.) through the end of each grade-specific testing window; and (2) the **Alternate INSIGHT Availability Request survey** for schools that provide regular classroom instruction after 4:00 PM, which is open January 15–March 8, 2018.

Materials Return Dates				
Grades	**Final date to ship without penalty and inclusion in Answer Document Verification**	**Shipping dates with $250 late fee charge**	**Shipping dates with $250 late fee and $25 processing fee per Answer Document**	**Dates after which materials will NOT be scored**
Grades 5, 8 and 11	May 2, 2018	May 3–9, 2018	May 10–16, 2018	May 17, 2018
Grades 3, 4, 6 and 7	May 23, 2018	May 24–30, 2018	May 31–June 6, 2018	June 7, 2018

Overview

M-STEP Assessments

The Spring 2018 Michigan Student Test of Educational Progress (M-STEP) includes summative assessments designed to measure student performance relative to the Michigan Academic Standards in English language arts (ELA), mathematics, science, and social studies. Each of these subject–area tests has unique characteristics.

What's New

For 2018: changes to the ELA and Math tests, the required science field test, a new process for Reporting Codes.

English Language Arts

English language arts (ELA) is assessed in grades 3–8. It covers four claims: reading, writing, listening, and research. The assessments are online computer adaptive tests. Paper/pencil tests are also available and are administered over two days.

Listening

Listening is part of the ELA assessment for all students. Students testing online will be required to have headphones to hear the audio presented for this portion of the test. Paper/Pencil Test Administrators will receive a CD and a Listening Script that must be used for the Listening portion of the paper/pencil assessment. Both of these materials are provided to Building M-STEP Coordinators; it is up to them to determine which method (CD or script) will be used in their building. Test administration directions are explicit and must be followed exactly as written.

If stand-alone CD players are not available to play the M-STEP ELA Listening CD for paper/pencil testers, Test Administrators may use the CD player in a classroom computer **if the computer is equipped with speakers that enable each student to clearly hear the passages**. If there is any doubt about whether all students can hear each passage properly, the Listening Script should be used instead of the CD. Audio files (CDs) and Listening Scripts cannot be copied and must be returned with secure, non-scorable materials.

Once initial materials orders are placed, the Office of Educational Assessment and Accountability (OEAA) will send CDs and Listening Scripts to schools at a rate of one CD or Listening Script per 20 students. If necessary, additional CDs and scripts may be requested during the Additional Materials Order window. (See *Appendix E* on page 101 for the *M-STEP List of Important Dates*.) To determine the need for CDs in a particular building, first distribute the CDs and Listening Scripts within the school. Test Administrators need only one or the other, but not both. CDs and Listening Scripts can also be shared.

Mathematics

Mathematics is assessed in grades 3–8. It covers four claims: concepts and procedures, problem solving, communicating reasoning, and modeling and data analysis. There is one test ticket (instead of two) for online testers, and two parts to be completed in one day for paper/pencil testers.

Calculator Policy

Calculator use varies by grade and assessment type (online or paper/pencil). Therefore, it is important for Test Administrators calculator use.

- **No Calculators Allowed in Grades 3, 4, and 5**

  Regardless of the type of test a student is taking (online or paper/pencil), calculators may **not** be used for any item on the mathematics grades 3, 4, and 5 assessments; such use would change the construct of the items, or

what they are intended to measure. **All students must abide by this policy, even students whose Individualized Education Programs (IEPs) or Section 504 Plans specify otherwise.** The use of a calculator at grades 3, 4, and 5 is considered a nonstandard accommodation, which will render the assessment invalid. If a student in one of these grades uses a calculator, his/her paper/pencil Answer Document should be bubbled "Nonstandard Accommodation" and returned with the scorable materials, and an Incident Report must be submitted. (See *Appendix C* on page 89.)

- **Embedded Calculators Provided for Online Testers in Grades 6, 7, and 8**

  Students in grades 6, 7, and 8 taking an online test will use the calculator embedded in the online delivery engine. A basic calculator is provided for students in grade 6. (The calculator **only** performs basic functions; students must know order of operations for the M-STEP assessment.) A scientific calculator is provided for students in grades 7 and 8.

  Students taking a fixed-form accommodated online version of the mathematics test (i.e., video sign language and stacked Spanish translations) will not be able to use a calculator at all times because the test is divided into two parts: one that does not permit the use of calculators, and one that does permit calculator use. In the first part of the test, the calculator will not be available in the tool bar; it will appear only when the student begins the calculator-permitted part. Students will **not** be allowed to go back and forth between the two parts of the test. (It should be noted that a student may ONLY use a hand-held calculator while taking an online test **if** it is required by his or her IEP or Section 504 Plan; otherwise, he or she MUST use the embedded online calculator. A hand-held calculator can only be used on items where the embedded calculator is allowed.)

- **Resources Available to Practice Using Embedded Online Calculators**

  The OEAA has developed resources and tools for online testers to help prepare them for online testing. One of the resources is an online calculator practice tool. It is recommended that online testers visit the practice environment in eDIRECT (https://mi.drcedirect.com). Once there, students can go to General Information → Documents → Document Type: Mini-Modules to see sample mathematics items and familiarize themselves with the tool.

- **Calculator Use for Paper/Pencil Testers**

  Students in grades 6, 7, and 8 taking a paper/pencil test will use a hand-held calculator. Students in grade 6 will use a basic calculator, and students in grades 7 and 8 will use a scientific calculator. The test booklets are divided into two parts: Part 1 does **not** allow the use of calculators, but Part 2 does. Once a student starts Part 2, he or she may not return to the non-calculator items in Part 1. If a calculator is used in Part 1, the test needs to be marked as Nonstandard Accommodation. Since external hand-held graphing calculators are programmable, there is potential for a security breach. Therefore, all programmable calculators must be set to TEST mode during testing sessions.

The state's full calculator policy may be found in *Appendix A* on page 86. Coordinators and/or Test Administrators may copy and share it in its entirety with others involved in testing mathematics.

Gridded Responses

In some cases, a grid is used to capture student responses on the paper/pencil mathematics assessments. For a description of response grids and a sample grid that may be duplicated for use with teacher-made tests throughout the school year, go to the M-STEP web page (www.michigan.gov/mstep).

L1 (First Language) Glossaries

Glossaries are available in a number of different languages for use on the paper/pencil mathematics tests. The following languages are available:

- Arabic (which can be ordered during Initial Materials Orders in the OEAA Secure Site or downloaded)
- Cantonese
- Eastern Punjabi
- Ilokano
- Korean
- Mandarin
- Russian
- Spanish (which can be ordered during Initial Materials Orders in the OEAA Secure Site or downloaded)
- Tagalog
- Ukrainian
- Vietnamese
- Western Punjabi

Stacked Spanish

"Stacked Spanish" refers to the presentation of one part of the item in Spanish followed by the same part in English. A stacked Spanish test is available for use on the mathematics online and paper/pencil tests for students who are fluent in Spanish but may need a parallel version to fully demonstrate what they know and are able to do. Spanish-speaking students are presented with both Spanish and English as they work through the test. It is possible that a Spanish-speaking student may not be able to read Spanish; in that case, the stacked Spanish could be used as a Spanish Reader Script by a qualified translator who follows the *Spanish Read-Aloud Guidelines* found on the M-STEP web page (www.michigan.gov/mstep). The Spanish mathematics tests for online test takers should be selected in eDIRECT. For paper/pencil testing, the Spanish mathematics test booklet should be ordered as a material from the OEAA Secure Site and marked as a support on the student's mathematics Answer Document. (**NOTE:** Responses MUST be written/entered in English; those written or entered in Spanish will not be scored.)

M-STEP Multiplication Table

For students in grades four and above who have a need (such as a persistent calculation disability [e.g., dyscalculia]) that is documented in their Individualized Education Program (IEP) or Section 504 Plan, the OEAA has developed the M-STEP Multiplication Table. It can be used for both the online and paper/pencil mathematics tests. The table can be found on the M-STEP web page (www.michigan.gov/mstep).

Science Field Test

For Spring 2018, the new Michigan science standards are being assessed in a statewide field test in grades 5, 8, and 11, with a fixed-form online or paper/pencil test. All eligible students are required to take the Science Field Test for participation purposes.

Social Studies

Social studies is assessed in grades 5, 8 and 11 with a fixed-form online or paper/pencil test.

The Michigan Merit Examination

The Michigan Merit Examination (MME) is administered to students in eleventh grade (and eligible 12th-grade students). In Spring 2018, it consists of the SAT with Essay, ACT WorkKeys™, and M-STEP summative assessments in science and social studies. To learn more about administering the MME, go to the MME web page (www.michigan.gov/mme).

Scratch Paper Guidelines

Scratch paper use varies by test type, grade, and subject area.

Online Mathematics

Scratch paper is allowed in all test sessions and on all test parts. For students in grades 6–8, **blank graph paper**, which can serve as scratch paper, is required and provided in the online material order. Additional blank graph paper can be downloaded from the M-STEP web page (www.michigan.gov/mstep). Testers in grades 6–8 must use **only blank graph paper**.

For grades 3–5, scratch paper can be **blank ruled, or unruled, or graph paper**.

Online ELA, Science, and Social Studies

Scratch paper is allowed in all test sessions and on all test parts. For all grades, scratch paper must be **blank** ruled or unruled paper.

Paper/Pencil Mathematics

Scratch paper is allowed in all test sessions and on all test parts. For grades 3–5, this may be **blank ruled, or unruled, or graph paper**. Students in grades 6–8 may be provided **blank graph paper**; however, students may also use the graphs in their test booklets to solve problems. If needed, blank graph paper can be downloaded from the M-STEP web page (www.michigan.gov/mstep). Testers in grades 6–8 must use **only** blank graph paper.

Paper/Pencil ELA, Science, and Social Studies

For paper/pencil ELA, science, and social studies, scratch paper is allowed in all test sessions and on all test parts. For all grades, scratch paper must be **blank** ruled or unruled paper. (**NOTE**: There is also adequate space for note taking in the test booklets.)

Scratch Paper is Secure

Used scratch paper is considered a **secure** material regardless of which test it is used for, and, therefore, must be handled like all other secure materials. Fresh scratch paper must be distributed at the start of each test session.

Handling Scratch Paper for Online Testers

Fresh scratch paper must be distributed at the start of each new test session. That is, when a student receives a new test ticket for log in, then a fresh sheet of scratch paper must be provided at that time. Once a test session is completed, used scratch paper must be returned with the test tickets to the Building Coordinator for secure shredding.

Students must write their names on the scratch paper. When students are provided a break, the scratch paper must be collected and securely stored with test tickets until testing resumes. If the scratch paper is clearly identified with each student's name, then the scratch paper may be redistributed when students resume testing within a test session. If not, fresh scratch paper is required.

Handling Scratch Paper for Paper/Pencil Testers

Fresh scratch paper must be distributed with each "part" of a test and students must write their names on the scratch paper. After students encounter a stop sign in the test booklets, scratch paper must be collected and securely stored until it can be returned with the rest of the test materials to the Building M-STEP Coordinator for shredding. If paper/pencil testers are provided a break not associated with a test part, then used scratch paper must be placed inside their closed test booklets. For the state's full scratch paper policy, see *Appendix B* on page 87.

Supports and Accommodations

The *Michigan Supports and Accommodations Manual* and the *Supports and Accommodations Table* present appropriate accommodations, supports, identification processes, classroom considerations, and guidelines for all state assessments. The documents can be found on the M-STEP web page (www.michigan.gov/mstep).The guidance in the documents pertains to general education students, as well as English learners (ELs), students with disabilities (SWDs), and students who are considered ELs and are also identified as SWDs.

Some supports and accommodations for students require that they take paper/pencil versions of the tests. These tests must be specifically requested when ordering materials in the OEAA Secure Site.

Conversely, other supports and accommodations may require that a student take the test online. Identifying individual students requiring supports and/or accommodations who will test online must be done in eDIRECT. Remember that testing students online requires that a Testing Site Manager (TSM) be set up and that INSIGHT, the test engine, be installed.

Please see the *Supports and Accommodations* section on page 64 of this manual for more detailed information.

Resources for Students to Prepare for Testing

A number of resources and tools have been developed to help students gain valuable experience with testing. The resources for online testing may be accessed in the *Accessing Online Tools Training* mini-module available in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents. Sample items and Performance Tasks for paper/pencil testers are available on the M-STEP web page (www.michigan.gov/mstep).

Available resources include:

- Grade-level Sample Item Sets
- Sample Essay Prompts
- Calculator Practice
- Online Tools Trainings (OTTs) for general education students
- OTTs for students using supports and accommodations
- Student Tutorials (for use with classrooms of students to provide an overview of what they will practice using the OTTs)

It is highly recommended that schools provide students with opportunities to practice using these resources before they take the online or paper/pencil tests.

The OEAA Secure Site

Many testing functions take place on the OEAA Secure Site (www.michigan.gov/oeaa-secure), including:

- Pre-identification of students
- Test selection and test session creation
- Ordering of paper/pencil test materials (and accompanying Return Materials Kits)
- Printing of barcode labels for paper/pencil Answer Documents (as necessary)
- Incident reporting
- Reviewing "Accountable Students and Test Verification" functions
- Downloading the L1 (First Language) glossaries for mathematics assessments
- Downloading the ELA listening scripts

If District or Building M-STEP Coordinators do not have a OEAA Secure Site user ID and password (which are required to enter the site), they should contact their district administrator (as assigned by the District Superintendent), who has responsibility for maintaining the site at the district level.

A user must have a Michigan Education Information System (MEIS) Login to log in to the Secure Site system. The Secure Site login screen will contain a link to the "Request MEIS ID" process. If the user has a MEIS ID but does not have access to the OEAA Secure Site, the system will display a screen to request access after logging on. Users requesting district, school administrator, and/or school user access will have the ability to submit a request using the request access screen.

Those who are unfamiliar with the OEAA Secure Site can find training resources on the Secure Site Training page (www.michigan.gov/securesitetraining).

Call Center Contact Information

The Office of Educational Assessment and Accountability (OEAA) has a call center to help answer questions related to M-STEP testing. Agents are available to receive questions at the following toll-free phone number and email address during specific hours.

- Call: 1-877-560-8378
- Email: mde-oeaa@michigan.gov
- 12/1/2017–4/8/2018:
  8:00 AM–5:00 PM (M–F)
- 4/9/2018–5/25/2018:
  7:00 AM–5:00 PM (M-F)

The following table shows the options related to M-STEP testing that are available for selection when calling the OEAA Call Center.

Topic	Option
Known or suspected cheating or unethical testing practices on any state assessment	1
eDIRECT, INSIGHT, TSM, or online assessment tools	2
OEAA Secure Site, M-STEP, MI-Access, Accountability Reporting	3

OEAA Communications with Schools and Districts

Keeping educators up to date regarding changes in assessment and accountability is critical. The OEAA communicates with the field in a number of different ways, including:

- Spring 2018 Training (live and recorded) and Video Tutorials for online M-STEP Coordinators in eDIRECT (https://mi.drcedirect.com) (online focus only)
- Spring 2018 M-STEP Test Administration Recorded Presentations (online and paper/pencil testing information in chapters), available on the M-STEP web page (www.michigan.gov/mstep) – watch the *Spotlight* for details
- A weekly newsletter called *Spotlight*. (sign up to receive the newsletter and/or read archived copies on the *Spotlight* web page (www.michigan.gov/mde-spotlight)
- The M-STEP web page (www.michigan.gov/mstep)
- eDIRECT (https://mi.drcedirect.com)
- The "Announcement" page on the OEAA Secure Site (www.michigan.gov/oeaa-secure)
- Presentations at state conferences, including the Michigan School Testing Conference in February

Please check these sources regularly to stay up to date on assessment and accountability-related issues and activities.

The Educational Entity Master (EEM)

The Educational Entity Master (EEM) is a repository that contains basic contact information for public schools, non-public schools, intermediate school districts, and institutions of higher education.

Because the EEM serves as the directory for identifying and linking educational entities with other data collection applications, it is imperative that districts and schools keep their information up to date. The OEAA will use that information in various ways throughout the M-STEP testing process.

For the M-STEP administration it is especially important that shipping information, as well as District Coordinator, Building Coordinator, and Technology Coordinator contact information is accurate and up to date. (**NOTE:** Test materials cannot be shipped to a P.O. box.)

The EEM may be accessed on the EEM web page (www.michigan.gov/eem). The EEM may be viewed by anyone, but it can only be updated by the authorized district EEM user. This is usually, but not always, the district student pupil accounting person. The EEM authorized user is listed on the District and School Contact page of the OEAA Secure Site.

M-STEP Roles and Responsibilities

District and school professional staff members play a key role in the fair and equitable administration of state assessments. While districts may adjust the roles and responsibilities to fit their size and organizational structure, all roles must be filled in some way. Each role may be carried out by one individual or split among several individuals. No function or responsibility, however, should be ignored.

There are four roles associated with M-STEP testing: District Coordinators, Building Coordinators, Test Administrators, and Technology Coordinators. Each of the first three roles has a section in this manual dedicated entirely to describing the responsibilities that must be carried out before, during, and after assessment administration. Technology Coordinators have a separate manual that provides detailed information on how to install and configure the software used for testing. It is called the Technology User Guide and can be found in eDIRECT (https://mi.drcedirect.com).

The District, Building, and Technology Coordinators should all be identified in EEM. (**NOTE:** While EEM will allow multiple entries for each role, **OEAA only uses the most recent entry**.)

Following is a brief description of each M-STEP role.

District Coordinators

District M-STEP Coordinators are responsible for overseeing **all** testing at the district level and acting as backup support at the school or building level. The person fulfilling this role must develop necessary testing policies, ensure that all other roles associated with testing are filled, lead professional development activities associated with testing, ensure that Building Coordinators and Test Administrators are aware of training opportunities for students, and so forth.

In addition, the person fulfilling this role must be identified in the EEM with current and accurate contact information.

For more detailed information, please see the *District Coordinator* section on page 32 of this manual.

Building Coordinators

Each school building involved with M-STEP testing, including alternative education programs, Shared Educational Entities (EEs), and Specialized Shared Educational Entities (S2E2s), must have a Building M-STEP Coordinator. This person may be the school principal or another professional staff member. The Building M-STEP Coordinator is responsible for arranging training opportunities for Test Administrators and students, making

all testing arrangements, developing test schedules based on the school's resources (i.e., available computers, testing rooms, etc.) and needs, and ensuring the overall integrity of the assessment process.

In addition, the person fulfilling this role must be identified in the EEM with current and accurate contact information. For more detailed information, please see the *Building Coordinator* section on page 42 of this manual.

Test Administrators

Test Administrators are responsible for preparing for and administering the M-STEP tests directly to students. Although there are separate manuals that contain specific test directions, this manual provides an overview of what Test Administrators are expected to do before, during, and after testing. For more detailed information on this role, please see the *Test Administrator* section on page 55 of this manual.

Technology Coordinators

Technology Coordinators (TCs) are responsible for numerous tasks related to the software used for testing (INSIGHT), as well as the Testing Site Manager (TSM) and Central Office (a new option for 2017-2018) – local caching systems that securely cache test content and student responses. TCs must:

- Complete a security compliance form
- Download and install INSIGHT and the TSM (for any devices new to online testing)
- Verify that the latest versions of INSIGHT and the TSM are installed (if the school participated in online testing before, this may require that old programs be uninstalled)
- Configure all devices used for testing in schools to communicate with the TSM (if not already done)
- Provide contact information to District and Building M-STEP Coordinators so they can easily request help in solving any technology issues that arise before, during, or after testing
- Be available during testing to troubleshoot and help Building M-STEP Coordinators and Test Administrators
- Clear the TSM at the end of each testing window (this can be done daily, if desired, but only after testing is finished for the day)

The person fulfilling this role must be identified in the EEM with current and accurate contact information.

Valid, Equitable, and Ethical Assessment

In April 2016, the State Board of Education approved the revised *Assessment Integrity Guide*. This document, which is available on the M-STEP web page (www.michigan.gov/mstep), establishes ground rules for how state-level assessments should be administered. It also includes information on roles and responsibilities, test preparation, administration irregularities, and security.

It is recommended that the *Assessment Integrity Guide* be downloaded from the web page and read prior to the Spring 2018 assessment cycle, as it contains specific information and directions for individuals based on their assessment responsibilities.

By following the guidelines in the *Assessment Integrity Guide*, schools ensure that

- Students' test results are valid and reliable
- The testing context is equitable for all students
- All practices are ethical

OEAA Security Compliance Forms

OEAA Security Compliance Forms are available on the M-STEP web page (www.michigan.gov/mstep) and are also sent to schools and districts with their initial materials shipment. All staff involved in the administration of M-STEP tests must read and sign an OEAA Security Compliance Form asserting that they (1) have read the required assessment materials related to their role in the M-STEP administration process, and (2) understand their role and responsibilities. This includes technology coordinators, district and building test coordinators, test administrators, proctors, and all other staff or volunteers with access to secure test materials or student responses.

All OEAA Security Compliance Forms must be returned to the District M-STEP Coordinator and kept on file for three years.

Students to be Tested

Public schools are required to test all of their students; however, testing for students who are home schooled or who attend non-public schools is optional.

Results from state-mandated assessments are a key component of Michigan's accountability system and are used to help the state fulfill federal requirements for educational accountability.

Following is a detailed description of testing requirements for students in various populations, locations, and unique circumstances.

Student Populations

Students with IEPs and Section 504 Plans

Special education students (also referred to as students with disabilities [SWDs]) must participate in the state's general education or alternate assessments, with or without accommodations as specified by subject area in their Individualized Education Program (IEP). Section 504 students must have accommodations identified in their Section 504 Plan. There may also be students who require designated supports during testing.

To learn more about the supports and accommodations allowed for these populations during M-STEP testing, see the *Michigan Supports and Accommodations Manual* and the *Supports and Accommodations Table* on the M-STEP web page (www.michigan.gov/mstep). There also is a section of this manual dedicated to the topic on page 64.)

English Learners (ELs)

English Learners (ELs) must participate in state assessment programs. ELs who are in their first year in a U.S. school (defined as the first twelve months of enrollment) may not be required to participate in the M-STEP ELA assessment **if** they have taken the WIDA ACCESS Placement Test (W-APT), WIDA Screener, or WIDA ACCESS for ELs. This flexibility is only allowed one time per student. In order to take advantage of the one-time exemption, an issue must be submitted and approved in the OEAA Secure Site during the Verification of Not Tested window.

Student Grade Considerations

Students Who Repeat a Grade Level or Are in Advanced Classes

Students must take the M-STEP test for the grade level in which they are enrolled. If a student takes a test that is in a grade different from the one identified for him/her in the Michigan Student Data System (MSDS), he/she will be considered "**Out of Level**" and "**Not Tested**" for accountability purposes. The only opportunity to correct this mismatch is during the time allowed for student record maintenance. (**NOTE:** Grade 11 students who are repeating 11th grade are not expected to re-test.)

12th Grade Students Not Previously Included in Accountability

Students in 12th grade who were not included in 11th-grade accountability (i.e., they skipped 11th grade) are required to take the complete MME (which includes M-STEP science and social studies).

For additional information on MME eligibility please see the *Who Must/Can Take the MME* document on the MME web page (www.michigan.gov/mme).

Students in Different Locations

Home-schooled Students

Home-schooled students are eligible for testing, but they are not required to test. If they opt to participate in testing, they must contact their local public school and arrange for their participation. Home-schooled students must also have a state-assigned unique identification code (UIC) and the correct residency code entered in the MSDS. Students are expected to follow the school-established test schedule (the school is not required to provide makeup testing).

When home-schooled students take the test, their test results will not be included in school and district test results **if** the student is appropriately flagged on the Answer Document (for paper/pencil testers) or in eDIRECT (for online testers). Those entries must match what is entered for the student's student residency code that is submitted in MSDS.

When returning test results to home-schooled students, schools may request a stamped, self-addressed envelope from the parent.

Students Enrolled in Private/Non-public Schools

Private/non-public students are eligible for testing, but they are not required to test. If they opt to participate in testing, they may only take M-STEP tests at their own school, unless the students also take courses at a public school. In that case, students may take the M-STEP tests in the public school, but they MUST have the correct non-public residency code entered in the MSDS or they will be included on the school's "Expected to Test" list and accountability calculations.

Virtual Schools

Students in online or virtual schools must be tested by those schools at a remote site. Virtual school personnel should plan to work closely with the OEAA to ensure that testing at remote sites is managed in a secure fashion. **Students may NOT be tested online in their homes or in any unproctored session. Test sessions must be proctored and may NOT have family or virtual proctors.** An off-site test administration request must be submitted and approved. You will need to complete this request form (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/).

Shared Educational Entities (SEEs)/ Specialized Shared Educational Entities (S2E2s)

All information for students enrolled in SEEs or S2E2s will be based on MSDS enrollment information. All students are expected to test where they are enrolled. SEE schools and the schools that operate S2E2 classroom programs are responsible for handling all assessment and related verification processes in the OEAA Secure Site. These occur during various date windows and should be completed on behalf of the resident districts that the SEE/S2E2 serves. Only SEE schools and the schools that operate S2E2 classroom programs will be able to view and manage the SEE/S2E2 students in the OEAA Secure Site to ensure enrollment and demographics are correct. SEE schools and the schools that operate S2E2 classroom programs are the only entities that can view and submit issues for missing Answer Documents or not-tested students. Student scores will no longer be sent back for school

accountability attribution purposes, however testing arrangements and expectations are still based on enrollment information submitted in the MSDS. A student's Primary Educational Providing Entity (PEPE) school is the school responsible for testing that student.

Seat Time Waivers

Students receiving seat time waivers must be tested on the same dates, using the same guidelines as all other students. Students with seat time waivers should be tested by their PEPE school.

Homebound and Hospitalized Students

Students who are homebound or hospitalized during the testing window must take paper/pencil M-STEP tests. An off-site test administration request must be submitted and approved. You will need to complete this request form (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/).

Students in Unique Circumstances

Suspended Students

Schools must test suspended students. Testing may occur in a separate location, such as an administration building, and may be given at a unique time within the established window. If students are tested off campus, an off-site test request should be filed.

Expelled Students

Schools are not expected to test expelled students unless the expulsion specifies "With Services;" however, MSDS enrollment information must reflect the expulsion status. Students who are expelled "With Services" are still expected to be tested by their PEPE school. Students who are expelled "Without Services" are not expected to be tested by their PEPE school and instead need to have a district exit record submitted for them in the MSDS using an appropriate "as of" date prior to the SRM deadline for assessment and accountability purposes.

Students in Detention or Juvenile Facilities

A student's enrollment information in the MSDS determines who is responsible for administering the M-STEP. The Primary Education Providing Entity (PEPE) on the as-of date (May 25, 2018) will be the school held accountable for testing the student.

Accountability Considerations

Students Who Move Into a School During Testing

All students moving into a receiving school during the testing window must complete M-STEP tests for the grade level in which they are enrolled. This includes students who move into the school district from outside the state or country. Students moving from one Michigan school to another Michigan school may have completed one or more of the M-STEP tests in their previous school. To determine whether they have, use the following steps. (Do not rely on the student to confirm which tests he/she may or may not have taken.)

Directions for the receiving school:

- Contact the new student's former school principal and confirm which, if any, M-STEP tests the student completed prior to arriving in the receiving school. Students moving from within the state do not need to retake subject-area tests **if** the sending school confirms that all parts of the test have been completed. Maintain documentation.
- Verify whether the new student has an IEP, Section 504 Plan, or EL instruction documentation that specifies an alternate state assessment or any required supports and/or accommodations.

- If a new student has not started a previously scheduled M-STEP test, then administer the missed test(s) on a regularly scheduled makeup day for either paper/pencil or online tests.
- For all paper/pencil or online M-STEP tests scheduled on the day of or after the new student's arrival, administer tests according to the M-STEP schedule using the school-assigned test forms. This applies to any new student, including out-of-state students, previously home-schooled students, or transferring non-public school students.
- If the new student has started—but not completed—all parts of a previously scheduled M-STEP test, paper/pencil schools must administer one entire test using the school-assigned form. Online schools must assign and administer all sessions of the test.
- Pre-identify the student for M-STEP in the OEAA Secure Site.
- Ensure that the student's MSDS information and entry date into the school are correct.
- Be sure to generate, print, and affix barcode labels for the new student and attach one to each of his/her subject-area Answer Documents (paper/pencil).
- For accountability purposes, it is critical that the "Accountable Students and Test Verification" processes on the OEAA Secure Site are carefully reviewed for these students. Make sure MSDS reflects accurate enrollment and exit dates.

Students Who Move Out of a School During Testing

Students who move out of a sending school during the test window create record-keeping challenges. The following steps should help school administrators ensure that such students do not adversely affect the school's test results and accountability.

Directions for the sending school:

- Do not send any test materials with the student to the new school. The sending school remains responsible for these materials.
- If the student has completed one or more paper/pencil M-STEP tests, return his/her Answer Document(s) with the rest of the school's scorable materials to the scoring vendor.
- If the student has started, but not completed, all parts of one or more subject-area M-STEP online tests, be sure to unassign the student in the OEAA Secure Site. An Incident Report should be filed to request a Do Not Score for the test.
- If the student has started, but not completed, one or more subject-area M-STEP paper/pencil tests, write "**Do Not Score**" prominently across the front page of his/her Answer Document(s) along with the reason, and return the Answer Document(s) in the orange Special Handling Envelope provided by the M-STEP contractor.
- Be prepared to accept a call from the student's new school and to provide information on
  - Which state assessments he/she has not yet taken
  - The status of test completion
  - Any documented accommodations in the student's IEP, Section 504 Plan, or EL instruction documentation
- Ensure that the student is exited from the school on the correct date in the MSDS.

For accountability purposes, it is critical that the "Accountable Students and Test Verification" processes on the OEAA Secure Site are carefully reviewed for these students. Ensure the MSDS reflects accurate enrollment and exit dates. Simply unassigning students from the M-STEP in the Secure Sites does not remove them from accountability calculations.

Unique Identification Codes

Each student in Michigan is assigned a unique identification code (UIC) when he or she enrolls in a public school. **Home-schooled, private, and non-public students are also required to have a UIC in order to take state assessments**. UICs are used to identify students and report their test results; therefore, it is vital that the codes are correctly applied.

Michigan Merit Examination

The Michigan Merit Examination (MME), which is administered to grade 11 students (and eligible students in grade 12), will consist of: (1) the SAT with Essay, (2) ACT WorkKeys, and (3) M-STEP science and social studies. Information on administering the SAT with Essay and ACT WorkKeys may be found on the MME web page (www.michigan.gov/mme).

Test Administration Windows

Each 2018 online Test Administration window is four weeks long. One week of overlap between the two testing windows allows the total testing time to remain at seven weeks.

The first testing window, for grades 5, 8,and 11, will be open April 9–May 4, 2018 (four full weeks). The second testing window, for grades 3, 4, 6, and 7, will be open April 30–May 25, 2018.

For paper/pencil testers, the test window is three weeks, with specified days for testing in each content area. Please see the *Paper/Pencil Test Dates* calendar on page 9 of this manual.

These windows help reduce the overall footprint that testing has in schools, while providing schools with flexibility to successfully administer the tests. In addition, these test administration windows fall outside the Spring Break holiday for most schools and ensure all testing is completed before Memorial Day.

Computer Adaptive Testing for ELA and Mathematics

The ELA and mathematics M-STEP tests in grades 3-8 will continue to use computer-adaptive testing (CAT). This means that item presentation will vary depending on a student's responses. For example, if a student answers question one correctly, he or she will be presented with a more challenging second question than a student who answers question one incorrectly. In this way, the computer adjusts, or adapts, itself to each student. This is not true of science and social studies; these will be tested using fixed forms (i.e., items will be presented in the same order, regardless of student responses).

Those students who take CATs may notice that when they get to the end of the test, they will receive a congratulatory message and need to click on an "Exit" button. There is no "End Test" button on the CAT as there is for fixed-form online tests.

Closed Captioning Only for ELA Listening

Closed captioning is available only for the listening items on the ELA online assessments. It will not be available for any other ELA items or for the mathematics, science, or social studies tests.

INSIGHT Availability

INSIGHT—DRC's Online Learning System, which provides a secure online testing environment—will only be available from 7:00 AM to 4:00 PM unless an Alternate INSIGHT Availability Request is submitted and approved by March 8, 2018. The Alternate INSIGHT Availability Request form is available on the M-STEP web page (http://www.michigan.gov/mstep).

Absences and Makeup Testing

All makeup testing **must be completed during the student's designated test window** (based on his/her grade). Being absent is not a reason for students not to test.

For online students who never started a test, there is no need to create a new test session for makeups. Students can remain in the same test session to which they were originally assigned. (For paper/pencil makeup test dates, see the *Important Dates* section on page 8 of this manual.)

Incident Reporting

Incident reports must be completed by District M-STEP Coordinators. Examples of when Incident Reports must be completed include:

- Requesting a new test (online or paper/pencil)
- Reporting a student who is resuming testing (paper/pencil only)
- Reporting test irregularities and misadministrations
- Marking a test **"Do Not Score"**
- Marking a test **"Prohibited Behavior"**
- Marking a test **"Nonstandard Accommodation"**

For more detailed information on situations requiring incident reports, see *Appendix C* on page 89 of this manual.

Testing Irregularities

Any irregularities that occur outside the scope of *Appendix C* must be reported to the OEAA Call Center as quickly as possible (1-877-560-8378). The OEAA will work with the school to avoid marking tests **"Do Not Score."** It is possible that an emergency test(s) will be required. If it becomes necessary to use an emergency test, there will be no charge for testing irregularities when self-reported by the district. However, a $50 fee will be charged per scored subject-area test if the irregularity is **not** self-reported.

Examples of test irregularities include, but are not limited to:

- Not removing or covering posters, maps, and other instructional aids in the testing room(s)
- Not allowing a student to complete a test (M-STEP tests are untimed, so time should not be a factor if scheduled properly)
- Security breaches with test materials or Answer Documents
- Allowing students to be unsupervised during testing

Training Tools

The OEAA and its testing contractors have developed a number of resources to help staff prepare for test administration.

Recorded Presentations on the M-STEP Web Page

The following presentation is available in chapters on the M-STEP web page (www.michigan.gov/mstep). Go to Professional Development.

Recorded Presentation	Description	Date Available
M-STEP Online and Paper/Pencil Test Administration Training	Covers information necessary to correctly administer the online and paper/pencil M-STEP assessments.	available now

Recorded Presentations in eDIRECT

The following presentations are available in eDIRECT (https://mi.drcedirect.com). Click on All Applications → General Information → Documents → Document Type: Training Presentations & FAQs.

Recorded Presentation	Description	Date Available
District and Building Coordinator Training (recorded)	Provides (a) an overview of what's new for Spring 2018, (b) where to find resources, (c) software required for the implementation of online testing, and (d) a Q&A.	March 6, 2018
Technology Coordinator Recorded Presentation	Provides an overview of the software and technology setup required for M-STEP and MI-Access Spring 2018 testing. It is *optional* viewing for District and Building Coordinators.	available now

Manuals

The following manuals are available in eDIRECT (https://mi.drcedirect.com). Click on All Applications → General Information → Documents).

Manual	Description	Where to find it	Date Available
M-STEP Test Administration Manual (TAM)	This manual (electronic only)	M-STEP web page and eDIRECT	March 2018
M-STEP Online Administration Directions	Online test administration directions for Test Administrators (printed booklet and electronic)	eDIRECT and M-STEP web page	Watch the *Spotlight* for dates available
M-STEP Paper/Pencil Administration Directions	Paper/Pencil test administration directions for Test Administrators (printed booklet and electronic)	M-STEP web page	Watch the *Spotlight* for dates available

Mini-tutorials (Online Administration Only)

Mini-tutorials are short videos designed to help District M-STEP Coordinators, Building M-STEP Coordinators, and Test Administrators better understand online testing tasks. They are available in eDIRECT (https://mi.drcedirect.com).

Mini-Tutorial	Description	Where to find it	Role
Accessing Documents in eDIRECT	How to access, sort, and filter documents on the eDIRECT test management website	All Applications → General Informations → Documents → Document Type: Mini-Modules	All
Accessing Online Tools Trainings (OTTs) for Students	How to access OTTs—the student practice tests	All Applications → General Informations → Documents → Document Type: Mini-Modules	All
Searching for Students in eDIRECT	How to find students who have been pre-loaded into eDIRECT	All Applications → General Informations → Documents → Document Type: Mini-Modules	DC, BC
Accommodations: Adding, Editing, and Mass-Assigning	How to add, edit, and mass-assign accommodations to students' tests in eDIRECT	All Applications → General Informations → Documents → Document Type: Mini-Modules	DC, BC
Creating Test Sessions in eDIRECT	How to create and edit test sessions, and print test tickets	All Applications → General Informations → Documents → Document Type: Mini-Modules	DC, BC
Checking Student Test Status	How to check where students are in the testing process at any given time (not started, in progress, or completed)	All Applications → General Informations → Documents → Document Type: Mini-Modules	DC, BC

Training Modules Through Michigan Virtual University

The following training modules are available through Michigan Virtual University at http://bit.ly/MDEAssessmentSecurity.

Training Module	Description	Date Available
Module 1: An Introduction to Test Security	This module covers why test security is important.	1/26/18
Module 2: Getting Ready for Testing	This module covers steps to take before testing, such as staff training and preparing the test environment. These steps will help you avoid common security problems, protecting both your staff and the validity of your test results.	1/26/18
Module 3: Test Administration	This module covers security concerns and considerations during testing. What should test administrators do on-site? What student behaviors should you watch for?	1/26/18
Module 4: Incident Response	This module covers what to do if something goes wrong. Most problems can be prevented with preparation and monitoring, and most can be mitigated with a quick and careful response.	1/26/18

Security

All materials that contain test questions or student responses are considered secure materials and must be handled in a way that maintains their security before, during, and after testing. This includes paper/pencil materials, accommodated materials, used scratch paper, online test tickets, and test rosters. Following is more detailed information related to security that District M-STEP Coordinators, Building M-STEP Coordinators, and Test Administrators must keep in mind when they have secure test materials in their possession.

- Secure materials are bar-coded and recorded on the security checklists accompanying shipments. These materials must be returned to the scoring contractor. **Schools should expect to account for every secure item provided on the materials list**.
- Test tickets used to log students into each online test are considered secure materials and must be treated as such. (Test rosters, which automatically print along with test tickets, are also considered secure.)
- Paper/Pencil Answer Documents are considered secure and must be handled and protected accordingly. All **UNUSED** ELA and mathematics Answer Documents must be returned to the scoring contractor in a non-scorable box. **UNUSED** science and social studies Answer Documents can be securely shredded.
- All secure materials must be retained in one secure, locked location within the school. During the test administration window, they must be distributed and collected daily.
- All used scratch paper (including graph paper) must be collected and returned to the Building M-STEP Coordinator immediately after testing, for shredding.

No used scratch or graph paper may be kept in the classroom. Used scratch paper must never be taken from one test session to another.

- **No test materials that contain test questions or student responses may be copied at any time or retained in the schools**.
- Using cameras or cell phones and posting pictures to social media sites is an enormous security risk. **Therefore, photographs may not be taken at any time** by students or personnel. If students violate this policy, their tests will be marked "Prohibited Behavior"; no emergency tests will be permitted.

Materials Permitted or Required During Testing

MDE-Approved INSIGHT Tools Poster

The MDE-Approved ***INSIGHT Tools*** poster is the ***ONLY*** INSIGHT Tools poster that may be posted during testing. No other Tools poster may be displayed at any time during testing.

Posters must not be within reach of students during testing – the poster is to be displayed in the classroom, but not placed at or on student desks or computers.

Any other use of these posters, or any other INSIGHT Tools poster, is prohibited.

Calculators

For information on the state's calculator policy, see *Appendix A* on page 86 of this manual. Specific directions related to the use of both hand-held (paper/pencil) and embedded (online) calculators are also contained in the grade-level specific Test Administration Directions that are shipped to schools along with their other assessment materials.

Number 2 Pencils

Number 2 pencils are required for paper/pencil testing and are optional for online testing. If a different writing utensil is used on an Answer Document, it will be necessary to transcribe the answers onto a new Answer Document to follow these steps:

- For your protection, have the District or Building M-STEP Coordinator file an Incident Report.
- Affix a new barcode label for the student to a new Answer Document and fill out the student name, date of birth, and the district/school fields.
- Have the student transcribe his/her answers onto the new Answer Document in a one-on-one proctored session.
- Write **"Do Not Score"** across the front page of the original Answer Document and place it in the orange Special Handling Envelope for return to the contractor.

Number 2 pencils should be made available to online test takers to use with scratch paper or graph paper.

Highlighters

- Highlighters are a universal tool.
- Highlighters are embedded in the online test engine (INSIGHT).
- Highlighters can be provided to paper/pencil testers and may be used ONLY in the test booklet (never on the student's Answer Document).

If highlighters are used on a paper/pencil student Answer Document, follow these steps:

- For your protection, have the District or Building M-STEP Coordinator file an Incident Report.

- Affix a new barcode label for the student to a new Answer Document and fill out the student name, date of birth, and district/school fields.
- Have the student transcribe his/her answers onto a new Answer Document in a one-on-one proctored session.
- Write **"Do Not Score"** across the front page of the original Answer Document and place it in the orange Special Handling Envelope for return to the contractor.

Additional Paper

- Scratch paper is allowed for both the online and paper/pencil tests.
- Graph paper will be provided to online testers in grades 6–8 for the mathematics test. Paper/pencil testers may write on the graphs that are printed in their test booklets.
- The school may choose to provide additional graph paper to paper/pencil testers; however, no formulas, reference materials, or information of any kind can appear on that paper.
- Under no circumstances can used scratch paper, graph paper, or notes be taken from one test session or test part to another.
- All scratch paper and graph paper must be collected immediately after testing, returned to the Building Coordinator, and securely shredded.

For more detailed information on scratch paper, see the *Scratch Paper Guidelines* on page 15 of this manual.

Headphones

- Headphones are required for (1) ELA online listening items, (2) online testers needing text-to-speech accommodations, and (3) students using CDs or DVDs as an accommodation or support for paper/pencil science and social studies.
- Students may use their own headphones or earbuds, but Test Administrators should check them prior to testing to ensure they are working properly.

CDs/DVDs

- CD/DVD players may be used for students using CDs or DVDs as an accommodation or support for paper/pencil science and social studies. CD players may also be used for the listening part of the paper/pencil ELA test. A script of the listening part is also provided if the school prefers to have someone read that part of the ELA test aloud to students.
- Additional information about the use of CDs and DVDs can be found in the *Supports and Accommodations* section on page 64 of this manual.

Software and Testing Devices

eDIRECT (https://mi.drcedirect.com)

eDIRECT is Data Recognition Corporation's (DRC's) custom-built web application that allows Michigan users to access training materials, download testing software, manage online test sessions, print test tickets, assign and manage online testing accommodations, and monitor testing progress. Each eDIRECT user will receive his/her own login information and password with specific permissions based on his/her role as entered in the OEAA Secure Site. Test administrators do not need access to eDirect. eDIRECT is used in connection with DRC's online test engine, INSIGHT.

INSIGHT and Testing Site Manager

DRC's INSIGHT Online Learning System is software that provides a secure online testing environment. The software is available from eDIRECT and must be installed on each device used for testing. In addition, a testing site manager (TSM) is needed to (1) allow the audio components of the test to function properly, and (2) ensure a smooth and secure testing environment. The TSM also reduces bandwidth consumption and provides backup response storage in the event of network issues. Please see the *Technology User Guide* available in eDIRECT (https://mi.drcedirect.com) for additional details.

Supported Testing Devices

Students may test using the following devices:

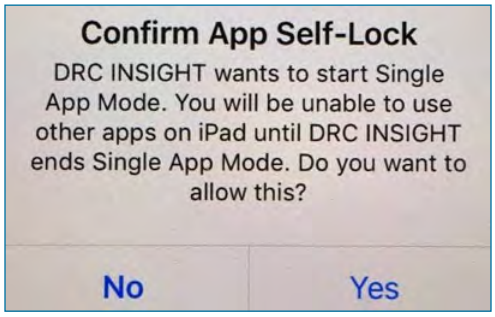
- Windows-based desktops or laptops
- Mac-based desktops or laptops
- iPads
- Non-touchscreen Chromebooks, Chromeboxes, and Chromebases
- Android OS and some Android devices
- Select touchscreen devices, including Acer C720P, Lenovo N20P, Dell Chromebook 11, and HP Chromebook 14 G3.

Please refer to the *Technology User Guide* or "DRC INSIGHT System Requirements" available in eDIRECT (https://mi.drcedirect.com) for more detailed information about supported devices and versions.

NOTE about Chromebooks: When testing on Chromebooks, the keyboard must be set to US Keyboard – if it is not, the student will not be able to use quotation marks or apostrophes in text boxes.

- BEFORE testing: select 'Settings' then 'Keyboard Settings' and select US Keyboard
- DURING testing: click anywhere outside of the text box and press CTRL + SHIFT + SPACE BAR to select US Keyboard

NOTE about iPads: When testing on iPads, after logging in to the test, students will receive this message:



The student or Test Administrator should select "Yes" to continue testing. Once Yes has been selected, the test Welcome page will appear.

Testing Devices/Operating Systems Not Supported

Thin Clients (for any test with audio) are **not** supported for Spring 2018 testing. Neither is Windows XP. Please refer to the Technology User Guide for more detailed information on these devices.

District Coordinators

Roles and Responsibilities

District M-STEP Coordinators are responsible for overseeing all testing in their district. Specifically, they are expected to perform the following functions:

- Establish and communicate a district scratch paper policy
- Establish and communicate a district cell phone and personal electronic device policy
- Lead test-related staff training activities and inform Building M-STEP Coordinators about learning opportunities for Test Administrators and students
- Manage Secure Site and eDirect access and permissions.
- Manage the distribution, collection, and storage of OEAA Security Compliance Forms
- Serve as the contact person between the district and the OEAA
- Read and know where to find information related to testing
- Disseminate all correspondence to relevant district and school staff members, as well as parents where and when appropriate
- Coordinate the pre-identification of students, ordering, and distribution of test materials
- Collaborate and communicate regularly with the Technology Coordinator (who is responsible for installing all software needed for testing)
- Ensure the Technology Coordinator has cleared the TSM at the end of each test window
- Ensure all student information is accurate in the Michigan Student Data System (MSDS)
- Ensure all information in the EEM is complete and accurate, such as shipping addresses, test-related roles (District Coordinator/Building Coordinator/ Technology Coordinator), and all contact information (If multiple roles are identified in EEM, **only the most recent role is used by OEAA**.)
- Serve as backup support for Building M-STEP Coordinators before, during, and after testing
- Initiate and submit Incident Reports as needed
- Investigate and inform the OEAA of any testing irregularities, including prohibited behavior, the use of nonstandard accommodations, and security breaches
- Oversee and ensure the timely return of all secure materials for scoring (see the *Materials Return Dates* table on page 39 for important shipping dates), as well as the handling of non-scorable test materials
- Verify Accountable Students and Test Verification after testing
- Complete the Accountable Students and Test Verification tasks on the Secure Site when they becomes available

Assigning Roles for District Users

One of the most important tasks that District M-STEP Coordinators must complete is providing key personnel in the assessment process (Technology Coordinators, District Coordinators, and Building Coordinators) with access to eDIRECT. To do that, District Coordinators must first work with their District Administrator (the person in the district who provides others with access to the Secure Site and assigns their role). User information will

then be pulled from the Secure Site and loaded into eDIRECT. (**NOTE**: This is the only method for adding users to the eDIRECT system. Users may **not** be added manually over the phone.)

Technology Coordinators will need access to eDIRECT to download testing software. Building Coordinators will need eDIRECT access to manage online test sessions, assign accommodations, and print test tickets. District Coordinators will need access to it to monitor testing progress and serve as backup support for Building Coordinators. Test Administrators do not need access to the password-protected part of eDIRECT to obtain the materials they need.

A document titled *Assigning Roles in the Secure Site for eDIRECT and AMS* is available on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the "Quick Reference" section. It is designed to help District M-STEP Coordinators, working in cooperation with their District Administrator, make assignments. Once a user is entered into the Secure Site, it will take approximately two business days before he/she receives an email from eDIRECT with username and password information.

Everyone, including Test Administrators, has access to the "Documents" section of eDIRECT (https://mi.drcedirect.com) as it does not require a login (click on All Applications → General Information → Documents).

Pre-Identification of Students (Secure Site)

On January 8, 2018, the Office of Educational Assessment and Accountability (OEAA) pre-identified students for M-STEP using the Fall 2017 MSDS General Collection and Student Record Maintenance (SRM) files. A Pre-ID Student Report was then made available to schools on January 8, 2018. It is the responsibility of the district/school to review the report and take the following actions:

- Ensure that all students in grades 3–8 and 11 are pre-identified in the Pre-ID Student Report from January 8, 2018.
- Remove, or unassign, students who have exited the school or are taking the MI-Access assessment (the state's alternate assessment) (**NOTE:** Students who are unassigned from testing are **not** removed from accountability calculations, just from testing. To remove a student from accountability calculations, the student must be exited in the MSDS in the Spring 2018 MSDS General Collection or an SRM collection.)
- Assign any new students to M-STEP testing who have enrolled since the fall MSDS General Collection (student count day).

Barcode labels will be printed and shipped by the contractor for students who were pre-identified as M-STEP paper/pencil testers in the Secure Site by 5:00 PM, February 13, 2018. Schools administering the paper/pencil tests will be required to print barcode labels from the Secure Site for students pre-identified AFTER that date.

Ordering Test Materials

It is up to the district to determine who will handle placing orders for paper/pencil test materials, either the District or the Building M-STEP Coordinator. The same information on ordering materials is included here and in the *Building Coordinator* section on page 42 of this manual, so that both parties have the information necessary to complete the relevant tasks.

Initial Materials Orders

All test materials orders are placed in the Secure Site (www.michigan.gov/oeaa-secure) during a specific time frame. For Spring 2018, Initial Materials Orders began on January 8, 2018 and will conclude on February 13, 2018. The numbers entered in the site dictate which materials in what quantities are shipped to districts/schools for paper/pencil and some accommodated testers.

To ensure that materials are ordered and shipped to the correct location, the person responsible for placing orders must verify on the Initial Order Screen in the Secure Site that both the shipping address and the Coordinator's name are correct. If the information is incorrect, it must be updated in the EEM by the authorized district EEM user (usually the Student Pupil Accounting person) by no later than 5:00 PM on February 13, 2018.

Instructions for Initial Materials Orders can be found on the training page of the Secure Site (www.michigan.gov/securesitetraining). Click on "Initial Materials Order" under the "Material Orders" section.

Additional Materials Orders

During the Additional Materials Order window, schools and districts can order extra materials if necessary. For Spring 2018, these windows are as follows:

- April 3–24 for grades 5, 8 and 11
- April 24–May 15 for grades 3, 4, 6 and 7

The AMO windows **close at noon** (not 5 PM) on the last day of the window.

Supports and Accommodations

Some supports and accommodations for students require that they take paper/pencil versions of the tests. **These tests must be specifically requested when ordering materials in the Secure Site** (www.michigan.gov/oeaa-secure).

Conversely, other supports and accommodations may require that a student take the test online. **Identifying the supports and/or accommodations that an individual student needs to test online must be done in eDIRECT**.

Training Requirements and Resources

District M-STEP Coordinators should review and become familiar with all sections of this manual. They also should make others in the district aware of the many training tools that are available to help Building M-STEP Coordinators, Test Administrators, and students prepare for testing.

Training Opportunities for Staff

The following training presentations are provided to assist testing personnel:

- District and Building Coordinator Training
  - Live on March 6, 2018, from 10:00 to 11:00 AM
  - Recorded version available March 7, 2018 in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Training Presentations and FAQs.
  - District/Building Coordinator PowerPoint available March 7, 2018 in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Training Presentations and FAQs.
- Spring 2018 M-STEP Test Administration Recorded Presentations (online and paper/pencil testing information in chapters) available on the M-STEP web page (www.michigan.gov/mstep)

- Recorded Technology Coordinator Training available in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Training Presentations and FAQs.
- 2018 Supports and Accommodations Refresher Webinar available on the M-STEP web page (www.michigan.gov/mstep) under "Students Supports and Accommodations":
  - PowerPoint for Refresher Webinar Presentation
  - Supplemental Slides for New Test Coordinators (not included in video)

Online Student Tutorials

Online Student Tutorials are designed to be viewed with students in a classroom environment to provide an overview of the INSIGHT testing engine and tools. It is a companion activity that prepares students for the Online Tools Training (OTTs). The tutorials are **not** a substitute for the hands-on practice that the OTTs provide. The tutorials are available in two places:

- In eDIRECT (https://mi.drcedirect.com), go to All Applications → General Information → Tutorials (a login is **not** needed)
- By opening the INSIGHT testing engine and selecting the tutorial link at the bottom of the screen.

Online Tools Training (OTT) for Students

Online Tools Trainings (OTTs) give students opportunities to see what different test items look like and to practice using the online testing tools. You **must use the Google CHROME web browser** to access the OTTs and practice before testing software is installed at the OTT portal (https://wbte.drcedirect.com/MI/portals/mi/) (If Chrome is not your default browser, you will need to copy and paste this url address into a CHROME web browser.)

OTT resources include:

- All ELA, math, science, and social studies OTTs
- Calculator practice module
- Masking accommodation
- Color choices/contrasting color/reverse contrast accommodations
- Stacked Spanish translation accommodation (for mathematics)
- Text-to-speech (TTS) accommodation
- Video Sign Language (VSL) accommodation

Although it is the responsibility of the Building Coordinator to schedule opportunities for students to practice using the OTTs, District Coordinators need to spread the word about their availability and importance. Providing students with ample practice opportunities will ensure they are familiar with the test content, item types, navigation strategies, and system tools on test day. See the *Building Coordinator* section on page 42 for more information about accessing OTTs.

Loading Students in eDIRECT

Students **cannot** be loaded directly into eDIRECT. Instead, follow the procedures established to pre-identify students in the Secure Site. Then, once they are entered there, it will take about one business day for them to be loaded into eDIRECT.

Assigning/Editing Sessions

While Building M-STEP Coordinators are primarily responsible for assigning students to test sessions, District Coordinators may be called on to provide backup. Therefore, the following information (which is repeated in the *Building Coordinator* section on page 42 of this manual) will be helpful.

- Schools administering assessments online can group students into online sessions on the Secure Site, from January 8, 2018–February 26, 2018. This is true for all students, whether they were pre-identified by the district/school or by the OEAA.
- Assignments to online sessions must be completed by 5:00 PM on February 26, 2018. Instructions for completing this task can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining). Click on "Spring 2018 Online Sessions" located under the "Quick Reference" section.
- After the February 26, 2018 deadline, pre-identified students will be pulled in their online session groups from the Secure Site and automatically entered into eDIRECT. **Beginning March 9, 2018, schools will need to place new students into a session directly in eDIRECT**. Pre-identified students will continue to be pulled twice a day starting March 8, 2018.

Resumed Testing

Resumed testing only applies to students tested with paper/pencil. Online students who do not complete testing in the scheduled testing time may continue testing at a later time or date with their test ticket.

For test security reasons, paper/pencil students are expected to complete all testing on the designated day unless they are a) absent, or b) provided the multiple-day testing designated support, which allows for intentional scheduling for some students who use additional supports. The paper/pencil tests have been restructured to allow ample time for all students to complete required testing in one day. It is incumbent upon the Building Coordinator to consider the needs of all students, including those who might require additional time, when building test schedules. OEAA recommends testing begin as early as feasible in the school day to accommodate students who need additional time.

Students may resume testing in the following situations:

- Student goes home sick
- Student is removed from school by a parent or guardian for an appointment

When this happens, the following must be done:

- Flag the last item answered; the student may not go back to previously answered questions
- Resume testing on a makeup day in a one-on-one proctored session

Reporting Decisions

District M-STEP Coordinators need to make two important decisions that will impact the reporting of results.

Research I and II Fields

The use of research fields is optional. Research codes are reported in the student data file results only. (Dynamic online reports do not include the research code information.)

In the past, school districts have used the optional research fields to answer such questions as:

- Is there a relationship between the number of years students have attended school in our district and their test scores?

- Is there a difference in attainment of achievement objectives among those students who had reading program A vs. reading program B (vs. reading program C, etc.)?

The following important points should be considered before deciding to use research fields:

- Codes for research fields may be developed at the district or school level and assigned a different number from one to ten.
- Districts may elect to use one or both of the research code options at any or all of the grades assessed.
- Research codes can be filled in on the Answer Document or entered into the Secure Site through the end of Tested Roster.

If research codes are used, District M-STEP Coordinators need to inform Building Coordinators and Test Administrators so they can be entered either on the students' Answer Documents or added in the Secure Site before the end of Tested Roster.

Reporting Codes

Reporting codes (optional) allow districts and schools to receive reports organized by class or group designation(s). It is up to the district or school to determine whether this option will be used and to define the codes that will be most helpful. If these codes are used, District M-STEP Coordinators must inform Building M-STEP Coordinators.

The Mass Updates Assessments document on the Secure Site Training page (www.michigan.gov/securesitetraining) explains how to assign Reporting Codes to a group of students. The *Reporting Code Labels* document also on the Secure Site Training page explains how to create a label for reporting codes. In 2018, there are no Reporting Code Sheets and paper/pencil Answer Documents no longer have a Reporting Code bubble box.

Reporting codes **must** be added in the Secure Site before the end of Tested Roster.

End-of-Test Window Activities

There are a number of tasks that must be completed at the end of each test window. Although District M-STEP Coordinators may not complete the tasks themselves, they are responsible for making sure that others do.

Returning Test Materials

Either the District or Building M-STEP Coordinator needs to return test materials to the M-STEP scoring contractor **at the end of each test window**. Detailed directions for this task are included in the *Materials Return Instructions* section on page 78 of this manual. (See the table on the following page for return deadlines.)

Clearing the TSM

Once a testing session starts caching responses on the TSM, it will continue doing so until the student logs out. It is not necessary to manually push student responses while students are testing–there is also no harm. However, if a student cannot log back into a test because responses are waiting on the TSM, it is simplest to send all pending responses to DRC at the end of each online testing window.

Important Pre-Testing Activities		
M-STEP Pre-ID Window	Opens: **January 8, 2018** Closes for preprinted barcode labels (paper/pencil testers): **February 13, 2018** Closes for online test session pull: **February 26, 2018** Remains open for new students through the last day of the grade-specific test window.	
M-STEP Initial Order Window	**January 8–February 13, 2018**	
M-STEP Additional Order Window	Grades 5, 8 and 11: **April 3–April 24, 2018** (Window closes at noon.) Grades 3, 4, 6 and 7: **April 24–May 15, 2018** (Window closes at noon.)	
M-STEP Spring Coordinator Live and Taped Training	**March 6, 2018** (live, 10-11 AM) The recorded version will be available in eDIRECT on **March 7, 2018.** (This training relates only to online testing.)	
Spring 2018 M-STEP Test Recorded Presentations	Released in chapters on the M-STEP web page. Watch the *Spotlight* for dates available.	
M-STEP Initial Test Materials Arrive in Districts	Grades 5, 8 and 11: **March 26–28, 2018***	Grades 3, 4, 6 and 7: **April 16–18, 2018**

* For grades 5, 8 and 11, schools may request an alternate delivery date of April 2–4, 2018 in the Secure Site Material Order Form. Alternate delivery dates for grades 3, 4, 6 and 7 are April 23–25, 2018. Schools can select alternate delivery dates in the Initial Material Order page of the Secure Site.

Surveys being conducted by the OEAA include: (1) the **Off-site Test Administration Request survey**, which opened on November 6, 2017 for grade/schoolwide testing and remains open for individual students (e.g., homebound, expelled, etc.) through the end of each grade-specific testing window; and (2) the **Alternate INSIGHT Availability Request survey** for schools that provide regular classroom instruction after 4:00 PM, which is open January 15–March 8, 2018.

Materials Return Dates				
Grades	**Final date to ship without penalty and inclusion in Answer Document Verification**	**Shipping dates with $250 late fee charge**	**Shipping dates with $250 late fee and $25 processing fee per Answer Document**	**Dates after which materials will NOT be scored**
Grades 5, 8 and 11	May 2, 2018	May 3–9, 2018	May 10–16, 2018	May 17, 2018
Grades 3, 4, 6 and 7	May 23, 2018	May 24–30, 2018	May 31–June 6, 2018	June 7, 2018

District Coordinator Online Checklist

A single-page checklist is provided on the following page to help District Coordinators manage the many tasks that must be completed for M-STEP online testing. The checklist can be also be downloaded from eDIRECT (https://mi.drcedirect.com). Click on All Applications → General Information → Documents.

Spring 2018 Online Assessments

District Coordinator Checklist of REQUIRED ONLINE TASKS AND ACTIVITIES

2018 M-STEP Test Windows	
Grades 5, 8 and 11	April 9–May 4
Grades 3, 4, 6 and 7	April 30–May 25

eDIRECT**:** https://mi.drcedirect.com
Access reference documents in eDIRECT: Select All Applications → General Information → Documents → filter for M-STEP documents.

District Coordinator Checklist:
This checklist is intended to be used *in conjunction* with the ***M-STEP Test Administration Manual***, which is found in eDIRECT. **All steps below are required for successful implementation**.

✓	Task
	1. Watch the **District/Building Coordinator Online Training** (Live March 6, 2018) or a recording of the training (posted by March 7, 2018) in eDIRECT under All Applications → General Information → Documents → Document type: Training Presentations & FAQs and at www.michigan.gov/mstep.
	2. Review and become familiar with the ***Assessment Integrity Guide***, the ***Michigan Supports and Accommodations Manual,*** the ***M-STEP Test Administration Manual (TAM)***, and paper/pencil or online ***Test Administration Directions*** posted online at www.michigan.gov/mstep Read the entire ***M-STEP Online Administration Directions.*** **(There are separate directions for paper/pencil.)**
	3. Ensure all Building M-STEP Coordinators have been trained and that all students taking online assessments have opportunities to practice using training materials.
	4. Coordinate student use of **Online Tools Trainings (OTTs)** and the **M-STEP Tutorial.**
	5. Assign Secure Site access and permission to Technology Coordinators and Building M-STEP Coordinators. Building Coordinators will manage the **Student Roster** on eDIRECT and update incorrect/missing information in the Secure Site. Technology Coordinators will access documentation and software downloads from eDIRECT.
	6. Oversee the scheduling, creation, and editing of **Test Sessions** by Building M-STEP Coordinators in eDIRECT.

✓	Task
	7. Oversee the printing, sorting, and distribution of **Student Test Login Tickets** to Test Administrators.
	8. Monitor testing and support Technology Coordinators, Building M-STEP Coordinators, and Test Administrators during the testing window.
	9. **Monitor testing** and support Test Administrators during testing window (daily).
	10. Report all test administration irregularities and submit Incident Reports, as needed.
	11. Order and oversee all emergency tests.
	12. Assist with the ordering, distributing, security, and return of all test materials, as needed.
	13. **Post-Test Housekeeping**—Ensure that all test tickets, test rosters, scratch paper, and graph paper have been collected and destroyed; verify that student statuses show "completed" for each student (eDIRECT: Student Management → Student Status); monitor makeup sessions for students as needed.

Questions Regarding eDIRECT, INSIGHT, or the above steps?

- Consult the *M-STEP Test Administration Manual* and the *eDirect User Guide*
- Call the OEAA Call Center: 1-877-560-8378 (choose option 2)

Building Coordinators

Roles and Responsibilities

Building M-STEP Coordinator responsibilities include, but are not limited to, the following:

- Distribute and discuss district cell phone and personal electronic device policy with Test Administrators
- Distribute and discuss district scratch paper policy with Test Administrators
- Serve as the contact person between the school and the District M-STEP Coordinator
- Read and become familiar with the information in this manual, the Assessment Integrity Guide, Test Directions, and the *Supports and Accommodations Table* prior to testing
- Carry out building-level duties related to the distribution, security, and collection of test materials
- Schedule and conduct training of Test Administrators (online and paper/pencil)
- Schedule and coordinate student test practice, including viewing the Student Tutorials and use of Online Tools Trainings (OTTs)
- Ensure student data in the Michigan Student Data System (MSDS) is completed and up to date
- Work with the District M-STEP Coordinator to order and distribute paper/pencil and accommodated test materials
- Ensure students are assigned to online test sessions
- Assign the appropriate accommodations to students in eDIRECT (online)
- Schedule and coordinate testing during each testing window
- Ensure that rooms used for testing do not contain any visual materials that would provide students with clues or answers to questions
- Print and distribute student test tickets before each test
- Control test ticket, test roster, test booklet, and Answer Document security
- Collect tickets, test rosters, scratch paper, and glossaries, for destruction after each test session
- Ensure that each Answer Document has (1) a barcode label, and (2) the necessary information printed on the front page (a $10 fee may be assessed for each Answer Document returned without a label)
- Mark paper/pencil tests **"Do Not Score"** on the Answer Document as necessary
- Report any incidents promptly to the District M-STEP Coordinator so that he/she may file an Incident Report
- Ensure the Technology Coordinator has cleared the TSM at the end of each testing window (This can be done on a daily basis if desired, but only AFTER all students are finished testing for the day.)
- Return materials as directed after each test window is complete
- Complete Accountable Students and Test Verification activities as directed

Pre-Identification of Students (Secure Site)

On January 8, 2018, the Office of Educational Assessment and Accountability (OEAA) pre-identified students for the M-STEP using the Fall 2017 MSDS General Collection and Student Record Maintenance (SRM) files. A Pre-ID Student Report was made available to schools on January 8, 2018. It is the responsibility of the district/school to review the report and take the following actions:

- Ensure that all students in grades 3–8 and 11 are pre-identified in the Pre-ID Student Report from January 8, 2018

- Remove, or unassign, students who have exited the school or are taking the MI-Access assessment (the state's alternate assessment).

  (NOTE: Students who are unassigned from testing are **not** removed from accountability calculations, just from testing. To remove a student from accountability calculations, the student must be exited in the MSDS in the Spring 2018 MSDS General Collection or an SRM collection.)

- Assign any new students to M-STEP testing who have enrolled since the fall MSDS General Collection (student count day)

Barcode labels will be printed and shipped by the contractor for students who were pre-identified as M-STEP paper/pencil testers in the Secure Site by 5:00 PM, February 13, 2018. Schools administering the paper/pencil tests will be required to print barcode labels from the Secure Site for students pre-identified after that date.

Ordering Test Materials

It is up to the district to determine who will handle placing orders for paper/pencil and accommodated test materials, either the District or the Building M-STEP Coordinator. The same information on ordering materials is included here and in the *District Coordinator* section on page 32 of this manual so that both parties have the information necessary to complete the relevant tasks.

Initial Materials Orders

All test materials orders are placed in the Secure Site (www.michigan.gov/oeaa-secure) during a specific time frame. For Spring 2018, Initial Materials Orders began on January 8, 2018 and will conclude on February 13, 2018. The numbers entered in the site dictate which materials in what quantities are shipped to districts/schools for paper/pencil and some accommodated testers.

To ensure that materials are ordered and shipped to the correct location, the person responsible for placing orders must verify on the Initial Order Screen in the Secure Site that both the shipping address and the coordinator's name are correct. If the information is incorrect, it must be updated in the Educational Entity Master (EEM) by the authorized district EEM user (usually the Student Pupil Accounting person) by no later than 5:00 PM on February 13, 2018.

Instructions for Initial Materials Orders can be found on the Secure Site training web page (www.michigan.gov/securesitetraining). Click on "Initial Materials Order" under the "Quick References" section.

Additional Materials Orders

During the Additional Materials Order window, schools and districts can order extra materials if necessary. For Spring 2018, these windows are as follows:

- April 3–24 for grades 5, 8 and 11
- April 24–May 15 for grades 3, 4, 6, and 7

Supports and Accommodations

Some supports and accommodations for students require that they take paper/pencil versions of the tests. **These tests must be specifically requested when ordering materials in the Secure Site** (www.michigan.gov/oeaa-secure).

Conversely, other supports and accommodations may require that a student take the test online. **Identifying the supports and/or accommodations that an individual student needs to test online must be done in eDIRECT**.

Training Requirements and Resources

Building M-STEP Coordinators should review and become familiar with all sections of this manual. They also should make others in the district aware of the many training tools that are available to help Test Administrators and students prepare for testing.

Training Opportunities for Staff

The following training presentations are provided to assist testing personnel:

- District and Building Coordinator Training
  - Live on March 6, 2018, from 10:00 to 11:00 AM
  - Recorded version available March 7, 2018 in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Training Presentations and FAQs.
  - District/Building Coordinator PowerPoint available March 7, 2018 in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Training Presentations and FAQs.
- Spring 2018 M-STEP Test Administration Recorded Presentations (online and paper/pencil testing information in chapters) available on the M-STEP web page (www.michigan.gov/mstep)
- Recorded Technology Coordinator Training available in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Training Presentations and FAQs.
- 2018 Supports and Accommodations Refresher Webinar available on the M-STEP web page (www.michigan.gov/mstep) under "Students Supports and Accommodations":
  - PowerPoint for Refresher Webinar Presentation
  - Supplemental Slides for New Test Coordinators (not included in video)

Online Student Tutorials

Online Student Tutorials are designed to be viewed with students in a classroom environment to provide an overview of the INSIGHT testing engine and tools. It is a companion activity that prepares students for the Online Tools Trainings (OTTs). The tutorials are **not** a substitute for the hands-on practice that the OTTs provide. The tutorials are available in two places:

- In eDIRECT (https://mi.drcedirect.com), go to All Applications → General Information → Tutorials (a login is **not** needed)
- By opening the INSIGHT testing engine and selecting the tutorial link at the bottom of the screen.

Online Tools Training (OTT) for Students

Online Tools Trainings (OTTs) give students opportunities to see what different test items look like and to practice using the online testing tools. You **must use the Google CHROME web browser** to access the OTTs and practice before testing software is installed at the OTT portal (https://wbte.drcedirect.com/MI/portals/mi/) (If Chrome is not your default browser, you will need to copy and paste this url address into a CHROME web browser.)

OTT resources include:

- All ELA, math, science, and social studies OTTs
- Calculator practice module
- Masking accommodation
- Color choices/contrasting color/reverse contrast accommodations

- Stacked Spanish translation accommodation (for mathematics)
- Text-to-speech (TTS) accommodation
- Video Sign Language (VSL) accommodation

Building M-STEP Coordinators are responsible for scheduling opportunities for students to practice using the OTTs. The more opportunities they have to practice, the more familiar they will be with the item types, navigation strategies, and system tools on test day.

Loading Students in eDIRECT

Students **cannot** be loaded directly into eDIRECT. To add students in eDIRECT, follow the procedures established to pre-identify students in the Secure Site. Once that has been completed, students will be imported into eDIRECT about one business day later.

Assigning/Editing Sessions

Building M-STEP Coordinators are responsible for assigning students to test sessions; however, District Coordinators may be called upon to provide backup. For that reason, the following information is included in this section and in the *District Coordinator* section of this manual on page 32. Be sure to clarify who will perform this important function for the school in Spring 2018.

- Schools administering assessments online will need to group students into online sessions on the Secure Site. This is true for all students, whether they were pre-identified by the district/school or by the Office of Assessment and Accountability (OEAA).
- Assignments to online sessions must be completed by 5:00 PM on February 26, 2018. Instructions for completing this task can be found on the Secure Site Training web page (http://www.michigan.gov/securesitetraining). Click on "Spring 2018 Online Sessions" located under the "Quick Reference" section.
- After the February 26, 2018 deadline, pre-identified students will be pulled in their online session groups from the Secure Site and automatically entered into eDIRECT. **Beginning March 9, 2018, schools will need to place new students into a session directly in eDIRECT.** Pre-identified students will continue to be pulled twice a day starting March 8.

For detailed information on adding and editing test sessions, refer to the *Test Sessions—Adding, Editing, Printing Test Tickets* guide and mini-module found in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents.

Assigning Supports and Accommodations

The Spring 2018 M-STEP online assessments offer two kinds of supports and accommodations—embedded and non-embedded. Embedded supports and accommodations are those that are integrated into the online testing system. They are referred to as "online" accommodations in eDIRECT.

(**NOTE:** The system does not clearly identify which options are designated supports and which are accommodations. This information can be found in the *Supports and Accommodations Table* on the M-STEP web page [www.michigan.gov/mstep]).

These supports and accommodations need to be turned on by the Building M-STEP Coordinator in eDIRECT ***before*** the student's test ticket is generated. Non-embedded supports and accommodations are those that are not available within the test engine, such as noise buffers or having a teacher read the items aloud to a student. In eDIRECT,

accommodations that are not available in the test engine are called "standard" accommodations. These eDIRECT "standard" accommodations are **not** the same as the state definitions of standard and nonstandard accommodations. Please refer to the *Supports and Accommodations Table* for more information on the state definitions of standard and nonstandard accommodations.

For detailed information on assigning accommodations, refer to the *Accommodations—Adding, Editing, Mass-assigning Guide* and mini-module found in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Mini-Modules.

Test Ticket Printing

Each student will require a test ticket for every online test session. (Building Coordinators may want to print test tickets for each session on a different color paper to reduce potential confusion about which test tickets to use when.) Each test ticket has a username and a unique password.

The following tests have two parts and will require two test tickets:

- Social studies (grades 5 and 8)

The following tests have one part and will require one test ticket:

- ELA (grade 3–8)
- Mathematics (grade 3–8)
- Science (grade 5, 8, and 11)
- Social studies (grade 11)

Refer to the following chart to determine the number of test tickets required for each grade.

Test Tickets by Grade

Grade	Total Number of Tickets	Non-Accommodated Assessments (# of tickets)
3	2	ELA (1), math (1),
4	2	ELA (1), math (1),
5	5	ELA (1), math (1), science (1), social studies (2)
6	2	ELA (1), math (1)
7	2	ELA (1), math (1),
8	5	ELA (1), math (1), science (1), social studies (2)
11	2	science (1), social studies (1)

A test roster will print with each set of test tickets. If a roster is not desired, it is possible to print only the tickets by adjusting the print settings to leave off the first 1–2 pages of the document. (Both the test tickets and test roster are secure materials.)

Sample Test Tickets

Each test ticket will have a **unique password**. Following are examples of test tickets for a two-part test.

M-STEP Spring 2018 Test Ticket

G 5 Social Studies - Part 1

Test Session: Smith
Student Name: Anderson, Abigail A
Date of Birth: 11/11/2008
State Student ID (UIC): 1234567890
District Student ID: 9483722
Username: AAnderson1
Password: 234K79HQ
Accommodation(s): MSK

M-STEP Spring 2018 Test Ticket

G 5 Social Studies - Part 2

Test Session: Smith
Student Name: Anderson, Abigail A
Date of Birth: 11/11/2008
State Student ID (UIC): 1234567890
District Student ID: 9483722
Username: AAnderson1
Password: 158F72BE
Accommodation(s): MSK

For detailed information on printing test tickets, refer to the *Test Sessions—Adding, Editing, Printing Test Tickets* guide and mini-module found in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Mini-Modules.

Creating Testing Schedules

Before testing begins, Building M-STEP Coordinators should develop a testing schedule for the school. To that end, the OEAA has prepared estimates of the time it expects each test component to take, as shown in the tables below. (**NOTE:** The overall time is the same for both online and paper/pencil tests, although the latter tests have different test sessions/parts.)

Spring 2018 M-STEP tests are untimed and student paced. Therefore, students must be given as much time as needed to complete each session or part of the test. You may expect some students will complete the test in less time than estimated while others may require additional time. Be sure to plan for both contingencies. Schools should also consider the ages and needs of their students and schedule intentionally planned breaks as appropriate.

Estimated test session times do **not** include the following:

- Traveling to and from the testing room
- Distributing and collecting test tickets, test booklets, Answer Documents, scratch paper, and when allowed, calculators
- Signing into the test session
- Reviewing online or paper/pencil test directions or sample items with students
- Completing the first page (demographic page) of the Answer Document

Spring 2018 Estimated Test Session Timings, Grades 3–8

Subject	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
ELA Computer Adaptive	2:00	2:00	2:00	2:00	2:00	2:00
Math Computer Adaptive	1:30	1:30	1:30	2:00	2:00	2:00
Science Field Test	NA	NA	0:45	NA	NA	0:45
Social Studies Part 1	NA	NA	0:30	NA	NA	0:30
Social Studies Part 2	NA	NA	0:30	NA	NA	0:30
Estimated Total Hours for Spring 2018	3:30	3:30	5:15	4:00	4:00	5:45

NOTE: Times are in **hours:minutes**.
For example, **1:30** equals **1 hour and 30 minutes**.

Spring 2018 Estimated Test Session Timings, High School			
Subject	**Grade 9**	**Grade 10**	**Grade 11**
Science Field Test	NA	NA	0:45
Social Studies	NA	NA	0:30
Estimated Total Hours for Spring 2018			1:15

NOTE: Times are in **hours:minutes**.
For example, **1:30** equals **1 hour and 30 minutes**.

Managing Student Test Tickets

Test tickets and rosters are secure materials. Once printed, they should be kept in a secure location until the test session is scheduled to begin. Test Administrators are instructed to distribute test tickets just prior to student login, and to collect test tickets after all students have logged in and begun testing.

Only one test ticket should be distributed at a time; students should not have access to any test ticket other than the test the student is currently taking.

After a testing session is complete, the Test Administrator should return all test tickets (and rosters, if printed) to the Building M-STEP Coordinator for:

- Destruction (**if** all students have finished the test), or
- Secure storage (**if** students have not completed the test)

If a student must take a break from testing and the break exceeds 20 minutes, a test ticket will be required to resume testing. If a student does not finish a single assessment on the same day in which it was started, the Test Administrator should collect the student's test ticket and store it in a secure place for redistribution on the next testing day. All test tickets must be destroyed once the test is complete.

Testing Status

If Building M-STEP Coordinators need to check a student's testing status, they can do so in eDIRECT. For information about how to access the student test status, refer to the *Checking Student Test Status* mini-module in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Mini-Modules. The following table defines the status notations that are used.

Status	Description
Not Started	Student has not started this test
In Progress	Student began this test but has not finished
Completed	Student completed and submitted the test or clicked "End Test"

Testing Irregularities

If any irregularities occur before, during, or after testing, report them to the District M-STEP Coordinator as soon as possible. (See

Appendix C for examples of what is considered an irregularity and what follow-up may be required.)

If the irregularity occurs with a paper/pencil tester, the Building M-STEP Coordinator will need to mark the student's Answer Document **"Do Not Score."** If, however, the irregularity occurs with an online tester, the Building Coordinator must work with the District Coordinator to complete an Incident Report. Once the report is filed, the OEAA will enter **"Do Not Score"** codes in eDIRECT.

Resumed Testing

Resumed testing only applies to students tested with paper/pencil. Online students who do not complete testing in the scheduled testing time may continue testing at a later time or date during the test window with their test ticket.

For test security reasons, paper/pencil students are expected to complete all testing on the designated day unless they are absent or provided the multiple-day testing designated support, which allows for intentional scheduling for some students who use additional supports. The paper/pencil tests have been restructured to allow ample time for all students to complete required testing in one day. It is incumbent upon the Building Coordinator to consider the needs of all students, including those who might require additional time, when building test schedules. OEAA recommends testing begin as early as feasible in the school day to accommodate students who need additional time.

Students may resume testing in the following situations:

- Student goes home sick
- Student is removed from school by a parent or guardian for an appointment

When this happens, the following must be done:

- Flag the last item answered; the student may not go back to previously answered questions
- Resume testing on a makeup day in a one-on-one proctored session

Video Surveillance Cameras

If a school has surveillance video cameras in the computer lab(s), or any other room it will use for testing, it can create a security issue. However, in the interest of student and staff safety, the use of surveillance cameras during testing is allowed. Cameras should be directed at equipment and test materials in such a way that they do not compromise any test items or student responses. Then, once testing is complete, any tapes made during test sessions must be deleted as soon as possible. The video taping of any test session or material cannot be archived.

Reporting Decisions

In some instances, Building M-STEP Coordinators may be called on to make two important decisions **before** testing that will impact the reporting of results.

Research I and II Fields

The use of research fields is optional. Research codes are reported in the student data file results only. (Dynamic online reports do not include the research code information.)

In the past, school districts have used the optional research fields to answer such questions as:

- Is there a relationship between the number of years students have attended school in our district and their test scores?

- Is there a difference in attainment of achievement objectives among those students who had reading program A *vs.* reading program B (*vs.* reading program C, etc.)?

The following important points should be considered before deciding to use research fields:

- Codes for research fields may be developed at the district or school level and assigned a different number from one to ten.
- Districts may elect to use one or both of the research code options at any or all of the grades assessed.
- Research codes can be filled in on the Answer Document or entered into the Secure Site through the end of Tested Roster.

If research codes are used, District M-STEP Coordinators need to inform Building Coordinators and Test Administrators so they can be entered either on the students' Answer Documents or added in the Secure Site before the end of Tested Roster.

Reporting Codes

Reporting codes allow districts and/or schools to receive reports organized by class or group designation(s). This is an optional field. It is up to the district or school to determine whether this option will be used and to define the codes that will be most helpful.

The Mass Updates Assessments document on the Secure Site Training page (www.michigan.gov/securesitetraining) explains how to assign Reporting Codes to a group of students. The *Reporting Code Labels* document also on the Secure Site Training page explains how to create a label for reporting codes. In 2018, there are no Reporting Code Sheets and paper/pencil Answer Documents no longer have a Reporting Code bubble box.

Reporting codes **must** be added in the Secure Site before the end of Tested Roster.

End-of-Test Window Activities

There are a number of tasks that must be completed at the end of each testing window. Although Building M-STEP Coordinators may not carry out the tasks themselves, they are responsible for working with others to make sure they are completed.

Returning Test Materials

Either the District or Building M-STEP Coordinator needs to return test materials to the M-STEP scoring contractor **at the end of each test window**. (See the table on page 11 of this manual for return deadlines.) Detailed directions for this task are included in the *Return Materials Instructions* section on page 78.

Clearing the TSM

Once a testing session starts caching responses on the TSM, it will continue doing so until the student logs out. It is not necessary to manually push student responses while students are testing-there is also no harm. However, if a student cannot log back into a test because responses are waiting on the TSM, it is simplest to send all pending responses to DRC.

Building M-STEP Coordinators should work with District M-STEP Coordinators to remind Technology Coordinators that the TSM needs to be cleared of any stored responses at the end of each online testing window. If Technology Coordinators choose to, they may clear the TSM on a daily basis. Usually the TSM would only need to be cleared at the end of the day after all testing has been completed, however if students are having problems logging into tests, the TSM may be cleared more frequently.

Important Dates

2018 Online Assessment Windows		
	Grades 5, 8 & 11	**Grades 3, 4, 6 & 7**
	April 9–May 4	April 30–May 25

2018 Paper/Pencil Assessment Administration Dates			
Subject Area	**Grades 5 & 8**	**Grade 11**	**Grades 3, 4, 6 & 7**
ELA Day 1	April 10	NA	May 1
ELA Day 2	April 11	NA	May 2
Makeup: ELA Only	April 12, 13, & 16	NA	May 3, 4, & 7
Mathematics	April 17	NA	May 8
Makeup: ELA and Mathematics	April 20 & 23-27		May 9-11 & 14-18
Science	April 18	April 12	NA
Social Studies	April 19	April 12	NA
Makeup: Science and Social Studies	April 20 & 23-27	April 16-20 & 23-27	NA

Important Pre-Testing Activities	
M-STEP Pre-ID Window	Opens: **January 8, 2018** Closes for preprinted barcode labels (paper/pencil testers): **February 13, 2018** Closes for online test session pull: **February 26, 2018** Remains open for new students through the last day of the grade-specific test window.
M-STEP Initial Order Window	**January 8–February 13, 2018**
M-STEP Additional Order Window	Grades 5, 8 and 11: **April 3–April 24, 2018** (Window closes at noon.) Grades 3, 4, 6 and 7: **April 24–May 15, 2018** (Window closes at noon.)
M-STEP Spring Coordinator Live and Taped Training	**March 6, 2018** (live, 10-11 AM) The recorded version will be available in eDIRECT on **March 7, 2018.** (This training relates only to online testing.)

Important Pre-Testing Activities		
Spring 2018 M-STEP Test Recorded Presentations	Released in chapters on the M-STEP web page starting by early March.	
M-STEP Initial Test Materials Arrive in Districts	Grades 5, 8 and 11: **March 26–28, 2018***	Grades 3, 4, 6 and 7: **April 16-18, 2018**

* For grades 5, 8 and 11, schools may request an alternate delivery date of April 2–4, 2018 in the Secure Site Material Order Form. Alternate delivery dates for grades 3, 4, 6 and 7 are April 23–25, 2018. Schools can select alternate delivery dates in the Initial Material Order page of the Secure Site.

Surveys being conducted by the OEAA include: (1) the **Off-site Test Administration Request survey**, which opened on November 6, 2017 for grade/schoolwide testing and remains open for individual students (e.g., homebound, expelled, etc.) through the end of each grade-specific testing window; and (2) the **Alternate INSIGHT Availability Request survey** for schools that provide regular classroom instruction after 4:00 PM, which is open January 15–March 8, 2018.

Materials Return Dates

Grades	Final date to ship without penalty and inclusion in Answer Document Verification	Shipping dates with $250 late fee charge	Shipping dates with $250 late fee and $25 processing fee per Answer Document	Dates after which materials will NOT be scored
Grades 5, 8 and 11	May 2, 2018	May 3–9, 2018	May 10–16, 2018	May 17, 2018
Grades 3, 4, 6 and 7	May 23, 2018	May 24–30, 2018	May 31–June 6, 2018	June 7, 2018

Building Coordinator Online Checklist

A checklist is provided on the following pages to guide Building Coordinators in carrying out the tasks associated with online M-STEP testing. The checklist can also be downloaded from eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents.

Spring 2018 Online Assessments

Building Coordinator Checklist of REQUIRED ONLINE TASKS AND ACTIVITIES

2018 M-STEP Test Windows	
Grades 5, 8, and 11	April 9–May 4
Grades 3, 4, 6 and 7	April 30–May 25

eDIRECT**:** https://mi.drcedirect.com
Access reference documents in eDIRECT: Select All Applications → General Information → filter for M-STEP documents.

Building Coordinator Checklist:
This checklist is intended to be used *in conjunction* with the **M-STEP Test Administration Manual**, which is found in eDIRECT. **All steps below are required for successful implementation**.

✓	Task
	1. Watch the **District/Building Coordinator Online Training** (Live March 6, 2018) or a recording of the training (posted by March 7, 2018) in eDIRECT under All Applications → General Information → Documents → Document type: Training Presentations & FAQs and at www.michigan.gov/mstep.
	2. Review the ***M-STEP Test Administration Manual (TAM)*** (access in eDIRECT documents or at www.michigan.gov/mstep).
	3. Ensure all Test Administrators read the ***M-STEP Online Administration Directions*** (printed and in eDIRECT documents) and/or the ***M-STEP Paper/Pencil Administration Directions*** (printed and in eDIRECT documents). These can also be found on the M-STEP web page (www.michigan.gov/mstep).
	4. Coordinate and verify **Test Engine (INSIGHT)** and **Testing Site Manager (TSM)** set up with the Technology Coordinator (test that the system is properly installed by accessing OTTs).
	5. Coordinate the student use of **Online Tools Trainings (OTTs)** and the **M-STEP Tutorial.**
	6. Manage the **Student Roster** in eDIRECT. Update incorrect/missing information in the Secure Site. (If you don't have access to the Secure Site, see the District M-STEP Coordinator for assistance.)

✓	Task
	7. Schedule the **Test Sessions** and **Create** or **Edit Test Sessions** in eDIRECT, if necessary.
	8. Review the ***Supports and Accommodations Table*** and ***Assessment Integrity Guide***.
	9. **Assign appropriate accommodations** to students who need them (must be done **before** generating login tickets).
	10. Print/sort/distribute student **Test Login Tickets** to Test Administrators (daily).
	11. **Monitor testing** and support Test Administrators during test window (daily).
	12. **Post-Test Housekeeping**—collect/destroy all login tickets, test rosters, reference documents, graph paper, and scratch paper; verify that student statuses show "completed" for each student (eDIRECT: Test Setup → Student Status); schedule makeup sessions for students as needed (daily); coordinate the return of all test materials.

Questions Regarding eDIRECT, INSIGHT, or the above steps?

- Consult the *M-STEP Test Administration Manual* and the *eDirect User Guide*.
- Consult the District Coordinator.

Test Administrators

Roles and Responsibilities

Test Administrators are responsible for helping to prepare for test administration and for administering the M-STEP tests directly to students. That includes carrying out the following tasks:

- Discuss and enforce cell phone and personal electronic device policy with all students
- Arrange the testing environment (making sure that each student has a testing device and that all posters, formulas, maps, etc. that could cue the students have been covered or removed)
- Distribute test tickets provided by the Building M-STEP Coordinator to students testing online
- Distribute paper/pencil test materials (if used)
- Read and explicitly follow all test directions
- Collect test tickets immediately after login and deliver them to the Building M-STEP Coordinator after each test session
- Monitor students during testing
- Report incidents promptly to the Building M-STEP Coordinator
- Collect scratch paper and graph paper (if used) at the end of each test session and deliver to the Building M-STEP Coordinator
- Ensure that students using 1:1 testing devices (such as iPads or Chromebooks that go home with students) have completely exited from the testing system before leaving the testing room
- Ensure that each Answer Document used for paper/pencil testing has a barcode label affixed to it and the correct information is printed on the front page (a $10 fee may be assessed for each Answer Document returned for scoring without a label)

Test Administrator Resources

Test Administrators may be administering online tests, paper/pencil versions of the test, or both. Therefore, the Office of Assessment and Accountability (OEAA) and its testing contractor have developed a number of resources and tools designed to help Test Administrators better navigate the administration process, including:

- The ***M-STEP Paper/Pencil Test Administration Directions*** (available in print form and online on the M-STEP web page (www.michigan.gov/mstep), and
- The ***M-STEP Online Test Directions*** (also available in printed form and online at the above address)

Other resources and tools (presentations, mini-tutorials, and manuals) are described in detail in the *Overview* section, beginning on page 12 of this manual.

Managing Test Sessions

Test Tickets

Each student will require a test ticket for every test session, and each test ticket will have a unique username and password. Examples of test tickets for a two-part test are shown on the next page.

Building M-STEP Coordinators will provide test tickets to Test Administrators prior to the start of each test. The test tickets (and corresponding test rosters) are secure materials. They should be kept in a secure location until they are needed. Students should have their test tickets to log into a test, but not for any other reason.

It is good practice to count the number of test tickets at the start of a test session and again at the end of a test session to ensure that no test tickets are left behind. All test tickets should be returned to the Building M-STEP Coordinator at the conclusion of each testing session.

Sample Test Tickets

M-STEP Spring 2018 Test Ticket

G 5 Social Studies - Part 1

Test Session: Smith
Student Name: Anderson, Abigail A
Date of Birth: 11/11/2008
State Student ID (UIC): 1234567890
District Student ID: 9483722
Username: AAnderson1
Password: 234K79HQ
Accommodation(s): MSK

M-STEP Spring 2018 Test Ticket

G 5 Social Studies - Part 2

Test Session: Smith
Student Name: Anderson, Abigail A
Date of Birth: 11/11/2008
State Student ID (UIC): 1234567890
District Student ID: 9483722
Username: AAnderson1
Password: 158F72BE
Accommodation(s): MSK

Breaks During Testing

Breaks ARE allowed during M-STEP testing (online and paper/pencil). During online test sessions, breaks can be provided using the software's "Pause" feature (do **not** click "Review/End Test"—that will cause the student's responses to be submitted). Tests can be paused for up to 20 minutes. If the 20-minute limit expires, the student will need his/her test ticket to log back in.

Paper/pencil testers are allowed to take breaks any time a stop sign appears in their test booklets. (These signs appear at the end of each test part, which will be noted in the test directions.) If one or more students leave the room, the Test Administrator must collect their Answer Documents (and if used, scratch paper), put them inside the students' test booklets, and give them back to the students when they return. Students may not return to an earlier part of their test booklet after a break is taken.

Verifying Supports and Accommodations on Test Tickets

Students with supports and accommodations will have some of those supports and accommodations displayed at the bottom of their test ticket (see the bold text at the bottom of the sample test ticket below).

M-STEP Spring 2018 Test Ticket

G 5 Social Studies - Part 1

Test Session: Smith
Student Name: Anderson, Abigail A
Date of Birth: 11/11/2008
State Student ID (UIC): 1234567890
District Student ID: 9483722
Username: AAnderson1
Password: 537B91RK
Accommodation(s): MSK

Embedded online supports and accommodations are abbreviated on the test tickets as follows:

Embedded Online Supports/ Accommodations	Test Ticket Abbreviation
Closed Captioning	CCAPTION
Color Choices	CC
Contrasting Color	CTC
Masking	MSK
Reverse Contrast	RC
Stacked Translation (Spanish mathematics only)	ST
Text-to-Speech (items only)	TTS
Text-to-Speech (items and passages)	TTSPASSAGE
Video Sign Language	VSL

Non-embedded supports and accommodations do not display on test tickets.

Some accommodations will require Test Administrators to turn them on once the student has launched INSIGHT. Refer to the M-STEP Online Test Directions for more information on turning on accommodations. This document is available in eDIRECT (https://mi.drcedirect.com) and on the M-STEP web page (www.michigan.gov/mstep).

Moving Online Testers to a Different Testing Device or Room

There are two main reasons why it would be necessary to move an online tester from one computer to another during testing:

1. There are technology issues with the computer software or hardware that make it difficult and/or impossible for the student to continue testing on that computer.
2. The student requires additional time to complete the test and another location would be more suitable.

If a student needs to move from one computer to another after testing has begun, follow these steps:

1. Click on the "Pause" button and then click the "Exit" button (**Do not** click "End Test").
2. Collect the student's test ticket, and if used, scratch paper, to bring to the new testing computer.
3. Escort the student to the new location (or computer).
4. Launch the testing software.
5. Hand the test ticket back to the student.
6. Observe the student entering his/her username and password.
7. The student will be required to view and click through the test directions.
8. The student will click "Start Test" and will be taken to the same question where he/she left off prior to pausing.
9. Collect the student's test ticket.
10. Continue to monitor the test session with the normal security procedures.

The testing software expects a student to start and finish a test session (not necessarily all testing, but that test ticket) on the same TSM. If your school uses more than one TSM, the test session will likely be locked if the student moves to a computer on a different TSM. Please work with the Technology Coordinator to identify any testing device-to-TSM relationships or contact DRC to have the test unlocked.

Moving Paper/Pencil Testers to a Different Room

Sometimes paper/pencil testers have to be moved to a different location during testing. This usually happens when one student takes longer than other students to complete the test. If this happens, put the student's Answer Document, and if used, scratch paper, inside his/her test booklet and move the student to a quiet location that is void of cluing materials (maps, equations, posters, etc.). The student must be accompanied by a Test Administrator or proctor until he/she finishes testing.

Test Directions

Detailed test directions are included in the M-STEP Online Test Directions and the M-STEP Paper/Pencil Test Administration Directions. Electronic copies of the M-STEP Online Test Directions and the Paper/Pencil Test Administration Directions can be downloaded from the M-STEP website or eDIRECT (https://mi.drcedirect.com). Printed copies of test directions are also included in the Initial Material Orders.

Test Administrators must have a printed copy of the test directions for the test being administered. Directions must be read and followed explicitly.

Ensuring Test Directions are read for each test administered

MDE has received requests to administer more than one test at a time for mixed-age and/or mixed-content groups of students while reading directions for one test. For example:

- "Can we administer the 3rd and 4th grade mathematics M-STEP at the same time, reading the directions from one of the tests to all students?"
- "Can students be given test tickets for more than one test so they can move from one test to the next?"
- "Can students taking different tests be tested in the same room?"

The answer to all of these questions is based on the requirement stated above:

Directions must be read and followed explicitly.

Test Administrators **cannot** read directions for one grade of the Mathematics test and presume that those directions will cover students taking a different grade of the Mathematics test. There are slight, but important, differences in the directions for different grade and/or content area tests.

If the Test Administrator is able to ensure that Test Directions are read to students for each test, while not disrupting testing of any other students, then testing in more than one grade or content area is allowable.

Per the Assessment Integrity Guide, the content area and grade are already required on the Seating Chart for each test session. When testing more than one grade or content in a single test session, each assessment being administered to each student must be clearly documented in the Seating Chart. In addition, a notation must be made on the Seating Chart describing the steps taken to ensure all students are provided a quiet, distraction-free testing environment while administering more than one assessment in the same room.

If students have already heard the Test Directions and are resuming testing in a makeup or extended session, then multiple grades and content areas are allowed – because they have already heard Test Directions read aloud.

Issues Specific to Online Testers

While reading test directions to online testers, it is very common for them to click ahead. Some students may reach the "Begin Test" button before you direct students to begin. In some cases, the student may even start taking the test. When the student realizes he or she has gone too far, there is a tendency to click "End Test" to get out of the test. If this happens, the test will become locked and it cannot be unlocked. This will result in the submission of a test with no responses. Therefore, before you begin reading the test directions, it may be helpful to remind students **not** to click ahead. If they do click the "Begin Test" button early, they should select the "Pause" button and wait for your directions.

Ending a Test Session

Online Testers

When students have completed their test, they should click "End Test" or "Exit" if taking a CAT. Students taking fixed form tests will see the review screen after clicking "End Test." Students should review any flags they selected on any items, and ensure they have answered all questions. After viewing the review screen,

students will click "End Test." The next screen will give students an opportunity to return to the review screen or Submit the test. Clicking "Submit" ends the test and takes the student to the INSIGHT sign-in screen.

When taking a CAT test, students will work until they click "Next" on an item and receive a "Congratulations!" screen indicating they have completed the test. Students select "Exit" and return to the INSIGHT sign-in screen. At that point, the Test Administrator should see the desktop or home screen of the device.

If students are testing on devices they carry with them (commonly called 1:1 devices), Test Administrators need to check the devices to make sure the desktop or home screen is showing before students leave the testing room. This is the only way to be sure that students are not still logged into the testing software. (See the M-STEP Online Test Directions for more detailed information on ending online tests.)

Internet Connectivity

Online testing requires a reliable connection to the internet. If a student's computer loses contact with the TSM or DRC during computer adaptive testing or if response caching is not enabled, testing will be paused while INSIGHT attempts to reconnect. If INSIGHT cannot reconnect, the student will be logged out of the test. The student can log back in once the connection is restored, usually immediately. If student responses were being cached, responses may need to be pushed from the TSM to DRC, either manually or by an automatic process.

The connection is checked every 45 seconds or whenever an answer is selected. At most the one answer is lost to a lost connection (or up to 45 seconds of an essay). Testing resumes at the point where the connection was lost. Where available, wired connections usually have fewer disconnect "blips" than wireless connections. Work with the Building Coordinator and Technology Coordinator to resolve connectivity and other computer issues.

Paper/Pencil Testers

All parts of the M-STEP test are untimed and student-paced. Therefore, students must be given as much time as needed during the same continuous session on the test date to complete each part of the test. If a test session time slot has ended but there are a few students who need more time to finish, their test materials may be collected and they may be escorted immediately to a different supervised location where they may complete their test.

For all other students who have finished testing, collect their test materials individually (do **not** have them pass their materials to the ends of rows or aisles). Verify that each student has returned both his/her Answer Document and test booklet; then, return the secure materials to the Building M-STEP Coordinator. (See the *M-STEP Paper/Pencil Test Administration Directions* for more detailed information on ending paper/pencil tests.)

Important Dates

2018 Online Assessment Windows		
	Grades 5, 8 & 11	**Grades 3, 4, 6 & 7**
	April 9–May 4	April 30–May 25

2018 Paper/Pencil Assessment Administration Dates			
Subject Area	**Grades 5 & 8**	**Grade 11**	**Grades 3, 4, 6 & 7**
ELA Day 1	April 10	NA	May 1
ELA Day 2	April 11	NA	May 2
Makeup: ELA Only	April 12, 13, & 16	NA	May 3, 4, & 7
Mathematics	April 17	NA	May 8
Makeup: ELA and Mathematics	April 20 & 23-27		May 9-11 & 14-18
Science	April 18	April 12	NA
Social Studies	April 19	April 12	NA
Makeup: Science and Social Studies	April 20 & 23-27	April 16-20 & 23-27	NA

Important Pre-Testing Activities	
M-STEP Pre-ID Window	Opens: **January 8, 2018** Closes for preprinted barcode labels (paper/pencil testers): **February 13, 2018** Closes for online test session pull: **February 26, 2018** Remains open for new students through the last day of the grade-specific test window.
M-STEP Initial Order Window	**January 8–February 13, 2018**
M-STEP Additional Order Window	Grades 5, 8 and 11: **April 3–April 24, 2018** (Window closes at noon.) Grades 3, 4, 6 and 7: **April 24–May 15, 2018** (Window closes at noon.)
M-STEP Spring Coordinator Live and Taped Training	**March 6, 2018** (live, 10-11 AM) The recorded version will be available in eDIRECT on **March 7, 2018.** (This training relates only to online testing.)

Important Pre-Testing Activities		
Spring 2018 M-STEP Test Recorded Presentations	Released in chapters on the M-STEP web page starting by early March.	
M-STEP Initial Test Materials Arrive in Districts	Grades 5, 8 and 11: **March 26–28, 2018***	Grades 3, 4, 6 and 7: **April 16-18, 2018**

* For grades 5, 8 and 11, schools may request an alternate delivery date of April 2–4, 2018 in the Secure Site Material Order Form. Alternate delivery dates for grades 3, 4, 6 and 7 are April 23–25, 2018. Schools can select alternate delivery dates in the Initial Material Order page of the Secure Site.

Surveys being conducted by the OEAA include: (1) the **Off-site Test Administration Request survey**, which opened on November 6, 2017 for grade/schoolwide testing and remains open for individual students (e.g., homebound, expelled, etc.) through the end of each grade-specific testing window; and (2) the **Alternate INSIGHT Availability Request survey** for schools that provide regular classroom instruction after 4:00 PM, which is open January 15–March 8, 2018.

Materials Return Dates

Grades	Final date to ship without penalty and inclusion in Answer Document Verification	Shipping dates with $250 late fee charge	Shipping dates with $250 late fee and $25 processing fee per Answer Document	Dates after which materials will NOT be scored
Grades 5, 8 and 11	May 2, 2018	May 3–9, 2018	May 10–16, 2018	May 17, 2018
Grades 3, 4, 6 and 7	May 23, 2018	May 24–30, 2018	May 31–June 6, 2018	June 7, 2018

Test Administrator Online Checklist

The checklist on the following pages of this manual is designed to help Test Administrators with the tasks associated with online M-STEP testing. The checklist may also be downloaded from eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents.

In addition, the *Important Dates* tables "Important Dates" on page 60 will help Test Administrators keep track of the dates by which important test-related activities must be completed.

Spring 2018 Online Assessments

Test Administrator Checklist of REQUIRED ONLINE TASKS AND ACTIVITIES

2018 M-STEP Test Windows	
Grades 5, 8, and 11	April 9–May 4
Grades 3, 4, 6 and 7	April 30–May 25

eDIRECT: https://mi.drcedirect.com
Access Reference Documents in eDIRECT: Select All Applications → General Information → Documents → filter for "All" administration documents.

Test Administrator Checklist:
This checklist is intended to be used *in conjunction* with the ***M-STEP Test Administrator Manual*** and the ***M-STEP Online Administration Directions***, both of which can be found in eDIRECT. **All steps below are required for successful implementation**.

✓	Task
	Before Testing
	1. Ensure **INSIGHT** software is installed on all testing devices and that you know how to launch it on those devices.
	2. Ensure students have practiced using the OTT/Sample Item Sets.
	3. Ensure you and your students have viewed the M-STEP tutorial available on eDIRECT and/or the INSIGHT engine.
	4. Review all applicable sections of the ***M-STEP Test Administration Manual (TAM).***
	5. Read the entire ***M-STEP Online Administration Directions.*** **(There are separate directions for paper/pencil.)**
	6. Clearly understand the scheduled testing time, including breaks.
	7. Prepare the classroom for testing (see the **M-STEP Online Administration Directions** for more information).
	8. Obtain a student test ticket for each student who will be testing.
	9. Count the test tickets you will be using for this test session.

✓	Task
	During Testing
	1. Distribute test materials (headphones, if applicable, scratch paper, graph paper, test tickets).
	2. Read Test Directions aloud to students (use the **M-STEP Online Test Directions**).
	3. If testing on an iPad, make sure the volume rocker buttons are enabled.
	4. Collect test tickets after students have signed in. Retain tickets for students who need to log in again.
	5. Monitor students during testing.
	After Testing
	1. Collect/Return to Building M-STEP Coordinator all test tickets, test rosters, scratch paper, and graph paper to be securely stored or destroyed.
	2. For students testing on 1:1 devices (devices that leave the testing room), be sure you can see the desktop/home screen of the device before the student leaves. (This ensures they are not still logged into the test.)

Questions Regarding the above steps?

- Consult with the Building M-STEP Coordinator

Supports and Accommodations

What Are Supports and Accommodations?

Generally speaking, supports and accommodations are tools, resources, and strategies that allow all students equitable access to the content measured on the state's standardized assessments.

There are three broad categories into which these tools, resources, and strategies fall:

1. Universal tools, which are available to **all** students,
2. Designated supports, which are based on individual student need (including EL supports), as determined by an adult or team, and
3. Accommodations which are specifically documented in a student's Individualized Education Program (IEP) or Section 504 Plan.

This section of the manual provides detailed information specifically related to the latter two categories—designated supports and accommodations. It should be noted that what is considered a *support* for one content area and/or one grade may be considered an *accommodation* for another content area or grade, so it is imperative to approach the provision of supports and accommodations from a student-centered perspective. **(Do not assume that what applies to one student in one grade taking a particular content-area test will apply across the board to all students.)**

For more detailed information on supports and accommodations (as well as universal tools), refer to the *Michigan Supports and Accommodations Manual* and the *Supports and Accommodations Table*, which are available on the M-STEP web page (www.michigan.gov/mstep).

Ordering Accommodated Materials

Some supports and accommodations for students require that they take paper/pencil versions of the tests. **These tests must be specifically requested when ordering materials in the Secure Site** (www.michigan.gov/oeaa-secure).

Conversely, other supports and accommodations may require that a student take the test online. **Some supports and/or accommodations that an individual student needs to test online must be identified and enabled in eDIRECT**. .

If a student requires a Reader Script, an audio CD, or a video DVD, a special accommodations kit must be ordered for that student. **These kits only contain one paper/pencil test booklet**. Therefore, when more than one student will use the same Reader Script, CD, or DVD (e.g., when student will be testing in small groups), additional paper/pencil test booklets must be ordered (the order screen will request the number of students expected to test with each kit, so be sure to enter the correct number.)

Supports and Accommodations Tracking Sheet

The OEAA has developed an **optional** Supports and Accommodations Tracking Sheet to help District and Building M-STEP Coordinators ensure that the correct designated supports and accommodations are ordered and available for individual students at the time of testing. The sheet is intended only for organizational purposes; it should not replace or usurp team-level decisions or documented needs in a student's IEP or Section 504 Plan. The sheet is available on the M-STEP web page (www.michigan.gov/mstep).

Embedded and Non-embedded Supports and Accommodations

The Spring 2018 M-STEP **online** assessments offer two kinds of supports and accommodations—embedded and non-embedded. Embedded supports and accommodations are those that are integrated into the online testing system. They are referred to as "online" accommodations in eDIRECT. These accommodations need to be turned on, or enabled, by the Building M-STEP Coordinator in eDIRECT ***before*** a student's test ticket is generated.

Non-embedded accommodations are those that are not available within the test engine, such as noise buffers or having a teacher read the items aloud to a student. These are referred to as "standard" accommodations in eDIRECT. They can be checked before or after a student tests. (This eDIRECT designation should **not** be confused with the state's designation regarding which supports and accommodations are considered standard and nonstandard for accountability purposes.)

A *Supports and Accommodations* companion document can be found on page 76 of this manual. By using the numbers in that document, schools can identify which supports listed in eDIRECT (or on the paper/pencil Answer Document) match those within the *Supports and Accommodations Table* located on the M-STEP web page (www.michigan.gov/mstep).

Turning On Supports and Accommodations

For detailed information related to turning on embedded accommodations, refer to the mini-module called *Accommodations—Adding, Editing, Mass-assigning Guide*, which can be found in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Mini-Modules.

Verifying Test Tickets

Test Administrators can verify a student's embedded online supports and accommodations by reviewing his/her test ticket(s).

M-STEP Spring 2018 Test Ticket

G 5 Social Studies - Part 1

Test Session: Smith
Student Name: Anderson, Abigail A
Date of Birth: 11/11/2008
State Student ID (UIC): 1234567890
District Student ID: 9483722
Username: AAnderson1
Password: 234K79HQ
Accommodation(s): MSK

The table shows how embedded online supports and accommodations are abbreviated on the test tickets.

Embedded Online Supports/ Accommodations	Test Ticket Abbreviation
Closed Captioning	CCAPTION
Color Choices	CC
Contrasting Color	CTC
Masking	MSK
Reverse Contrast	RC
Stacked Translation (Spanish mathematics only)	ST
Text-to-Speech (items only)	TTS
Text-to-Speech (items and passages)	TTSPASSAGE
Video Sign Language	VSL

Non-embedded supports and accommodations do not display on test tickets.

Where to Find More Information on Supports and Accommodations

Essential supports and accommodations information can be found on the M-STEP web page (www.michigan.gov/mstep), including the:

- *Michigan Supports and Accommodations Manual*
- *Supports and Accommodations Table*
- *Recommended Qualifications and Guidelines for Use of Translators and Language Interpreters* for the M-STEP and MI-Access Assessments
- *M-STEP and MI-Access Word-to-Word Bilingual Dictionary Guidance*
- *M-STEP, MI-Access, and WIDA Scribing Protocol*
- *M-STEP Math Spanish Read-Aloud Guidelines*
- *M-STEP Math and English Language Arts (ELA) Read-Aloud Guidelines*

Webinars on supports and accommodations were held in the fall of 2017. Recorded versions of the webinars and accompanying materials are available on the M-STEP web page (www.michigan.gov/mstep). Scroll down to Professional Development.

Nonstandard Accommodations

Any student who receives a nonstandard accommodation will **not** count as being assessed. The Building M-STEP Coordinator should mark either the student's paper/pencil Answer Document as "Nonstandard," or, if the student is testing online, enter that code in eDIRECT. Coordinators are required to file an Incident Report. Please contact the OEAA Call Center (at 1-877-560-8378) for assistance, if needed.

Following are two examples of why some accommodations are considered nonstandard.

- The M-STEP grade 3–5 ELA tests are intended to measure how well a student can read through decoding. Therefore, if the reading passages are read aloud to a student, it becomes a listening test and not a reading test. In this way, the construct of the test (or what it is designed to measure) is changed.
- Using a calculator on any portion of the M-STEP mathematics tests where calculators are not permitted is considered a nonstandard accommodation because the items are intended to measure a student's ability to make the calculations himself/herself (for example, adding or subtracting two numbers). If a calculator is used on these items, it changes the construct of what is being measured.

Filling Out Supports and Accommodations Information on Answer Documents

When Test Administrators are working with paper/pencil testers to complete the demographic portion of their Answer Documents, they will need to make sure that information related to supports and accommodations is correctly recorded. The supports and accommodations information varies by Braille content area.

ELA Standard Supports and Accommodations

- Directions Read in Native Language
- Braille (Form 88)
- Enlarged Print
- Multiple-Day Testing
- Alternate Response
- American Sign Language (ASL)

- Noise Buffers
- Read Aloud
- Scribe
- Speech-to-Text
- Other

Mathematics Standard Supports and Accommodations

- Directions Read in Native Language
- Oral Translation in Native Language
- Braille (Form 88)
- Spanish Booklet
- Enlarged Print
- Multiple-Day Testing
- Alternate Response
- American Sign Language (ASL)
- Noise Buffers
- Read Aloud
- Scribe
- Speech-to-Text
- Abacus
- L1 Glossary
- Other

Science and Social Studies Standard Supports and Accommodations

- English DVD
- Spanish DVD
- Arabic DVD
- Reader Script
- Oral Translation in Native Language
- Braille (Form 88)
- Enlarged Print
- Audio CD
- Multiple-Day Testing
- Other

Using Audio CD Versions of the Tests

(Use Form 1 test booklet only.)

- **Audio CDs are ONLY available for the M-STEP science and social studies assessments**.
- The audio CD versions of the M-STEP tests are created from a **Form 1 test booklet**.
- Students using an audio CD must have a printed copy of a **Form 1 test booklet** to use during testing. Be sure to grid **"Form 1" on the students' Answer Documents** as noted in the test directions.
- This version of the test (designated support) will be shipped with one Form 1 test booklet. Be sure to order additional accommodated forms (Form 1) if using an audio CD with multiple students by accurately indicating the number of students to be tested with the CD on the materials order page in the Secure Site (www.michigan.gov/oeaa-secure)
- The District/Building M-STEP Coordinator may order additional audio CDs.

The following instructions should be used when administering audio CD versions of the tests:

- Audio CDs are intended to be used by **one student or by small groups of no more than five students**.
- Individual students may use their audio CD in a small group setting only when the computer or CD player has headphones and the student has personal control over the equipment.

- Students should be able to use the equipment independently since this designated support should be used routinely in the classroom. Students may be assisted in playing the audio CD but may not be given any help with answering test items. Students who use audio CDs (based on individual need) must use a standard Spring 2018 Answer Document. Student responses can be recorded in a number of different ways. Students may
  - Grid their own Answer Documents
  - Mark their answers in their test booklets and have a Test Administrator, proctor, or test accommodations provider transcribe them onto their Answer Documents
  - Dictate responses to a scribe or into a tape recorder and have a Test Administrator, proctor, or test accommodations provider grid the Answer Documents (Please refer to the *Scribing Protocol*, which can be found on the M-STEP webpage under the "Student Supports and Accommodations" section.)
  - Braille their responses and have a Test Administrator, proctor, or test accommodations provider transcribe the answers onto the Answer Documents
- For students using an audio CD as a designated support, it is important to **grid the "Audio CD" circle on the students' Answer Document(s)**.
- Make sure a barcode label is placed on the front of each student's Answer Document where indicated.

Using Video DVD Versions of the Tests

(Use Form 1 test booklet only.)

Video DVDs are available only for the M-STEP science and social studies tests, and provide an enhancement to the audio CD versions.

Students are able to use the video display as an additional cue when determining where they should be in a test booklet while they are taking a test.

- DVDs are designed to be used with a television and a DVD player. This equipment will produce the highest quality results.
- Students using a DVD must have a printed copy of a **Form 1 test booklet** to use during testing. Be sure to **indicate "Form 1" on each student's Answer Document** as noted in the test directions.
- This version of the test will be shipped with one Form 1 test booklet. Be sure to order additional accommodated forms (Form 1) if using a DVD with multiple students by accurately indicating the number of students to be tested with the DVD on the materials order page in the Secure Site (www.michigan.gov/oeaa-secure).
- The District/Building M-STEP Coordinator may order additional video DVDs.
- Video DVDs for science and social studies are available in Spanish, Arabic, and English. (They are **not** available at all for ELA and mathematics.)

The following instructions should be followed when administering video DVD versions of the tests:

- Tests are to be administered to students either individually or in small groups (up to five students) in a setting where the video will not disturb other students.
- The Test Administrator will need to make sure the appropriate **video language circle is filled in on each student's Answer Document**.
- Students who use videos (based on individual need) must use a standard Spring 2018 Answer Document. Responses can be recorded in a number of ways.

Students may:

- Grid their own Answer Documents
- Mark answers in their test booklets and have a Test Administrator, proctor, or test accommodations provider transcribe the answers onto the Answer Documents
- Dictate responses to a scribe or into a tape recorder and have a Test Administrator, proctor, or test accommodations provider grid the Answer Documents (Please refer to the *Scribing Protocol*, which can be found on the M-STEP webpage under the "Student Supports and Accommodations" section.)

- Each test question is marked on the DVD. This helps students return to the appropriate place, if needed, during test administration.
- For students using DVDs as a designated support, **mark the appropriate DVD bubble** on their Answer Document.
- Make sure a barcode label is placed on the front of each student's Answer Document where indicated.

Reading Directions and Track/Chapter Numbers—Audio CDs and Video DVDs

Audio CDs and video DVDs are formatted so that the track number in Part 1 of each test corresponds to the test questions for each test part. Test Administrators and accommodations providers should be aware of the following:

- Directions on the CDs and DVDs are attached to a test question. For example, the initial directions for Social Studies, Part 1 will be part of Track or Chapter 1. This means that a student who returns to test question 1 will hear the directions again. This is a drawback, but it is the only way that tracks/chapters can be aligned with the actual test question numbers.
- Test Administrators or accommodation providers must read aloud the directions **exactly as written** to the student(s) so that students may ask questions before beginning the test. Students will hear the directions a second time on the CD or DVD because the directions are attached to test question tracks.
- Tracks/chapters for Part 2 (if applicable) of the DVDs may begin with Track or Chapter 1 again. This may not correspond to the test question numbers. Students may need to search for the test question numbers by paging back and forth rather than using the menu function offered in the software.

Using Reader Scripts

The use of Reader Scripts (scripted versions of the M-STEP test) standardizes the way in which tests are read aloud to students. Reader Scripts are ONLY offered for M-STEP science and social studies and they are considered a designated support. (See the "Read-Aloud Guidelines" on page 73 for information on readers for ELA and mathematics.)

Reader Scripts may be administered one-on-one or in small groups of up to five students. Students will use a **Form 1 test booklet** while the test administrator reads aloud from the Reader Script.(**NOTE:** For social studies only, a Form 2 Reader Script and Test Booklet are required for emergency testing.) The ordering process for Reader Scripts is similar to the process used for ordering video DVDs.

For students using a Reader Script as an accommodation, it is important to **fill in the "Reader Script" circle on their Answer Document**. Also make sure a barcode label is placed on the front of each student's Answer Document where indicated.

Using Oral Translations for Native Language

(Use Form 1 test booklet only.)

For science and social studies, translations for native languages must use the Reader Script. If administering a Social Studies Form 2 (emergency) test, the Form 2 Reader Script must be used.

Using Enlarged Print Versions of the Test

(Use Form 1 test booklet only.)

- Use of the enlarged print version of the assessment is a standard accommodation (1) for students with disabilities who need that accommodation as defined in their IEP, or (2) for general education students with Section 504 Plans.
- **Form 1** is used as the basis for the enlarged print version of the test.
- Students who use an enlarged print version of the test **must record their answers in their test booklet and have them transferred by a Test Administrator, proctor, or accommodations provider onto a regular Answer Document**. Spelling, punctuation, indentation, etc., must be transcribed **exactly** as it appears in the student's original response.
- Once student responses have been transcribed onto a regular Answer Document, the student's test booklet **can be returned in a secure, non-scorable box**.
- If students use an enlarged print version of the test, it is important to **fill in the "Enlarged Print" circle** on their Answer Document.
- Make sure a barcode label is placed on the front of the transcribed Answer Document where indicated.

Using Braille Versions of the Test

Using Braille versions of the assessment is a standard accommodation (1) for students with disabilities who need this accommodation as defined in their IEP, or (2) for general education students with Section 504 Plans.

- The use of a Braillewriter is permissible. If a student uses a Braillewriter as an assessment accommodation, a Test Administrator, proctor, or accommodations provider **must transcribe the student's responses onto a regular Answer Document** that is returned along with other secure, scorable materials. Spelling, punctuation, indentation, etc., must be transcribed **exactly** as it appears in the student's original response.
- Each Braille version of a subject-area M-STEP test will be a unique test form **(Form 88)**.
- Each grade-level/subject-area Braille accommodated kit will include a companion *Assessment Administrator Booklet for Braille*. This booklet is provided so that Test Administrators/accommodations providers can see how the original test items were modified for the student. It also allows them to follow along with the student, even if they do not read Braille.
- A *Print to Braille Correspondence* document is available on the M-STEP web page (www.michigan.gov/mstep).
- If students use a Braille version of the test or a Braillewriter, it is important to **bubble "Form 88"** on their Answer Document.
- The Answer Document to be used for Braille is included in the Braille kit.
- Make sure a barcode label is affixed to the front of the student's transcribed Answer Document where indicated.

Directions for Other Common Supports and Accommodations

Scribes and Tape Recorders

(Use the test booklet form assigned to the student.)

Dictating responses to a scribe or into a tape recorder is a standard support or accommodation for students who need that support or accommodation as defined in their IEP or Section 504 Plan, or for students who have rapid onset of a medical disability.

- Scribes should review the *Scribing Protocol* found on the M-STEP web page (www.michigan.gov/mstep) to make sure they are doing their job correctly.
- If a student uses a tape recorder or scribe as a designated support or assessment accommodation, a Test Administrator, proctor, or accommodations provider must **transcribe the student's response onto a regular Answer Document** that is returned along with other scorable materials.
- For students using a tape recorder as a designated support or accommodation, it is important to **grid the "Other" circle** on each student's Answer Document and indicate the administered accommodation.
- For students using a scribe as a designated support or accommodation, **grid the "Scribe" circle** on each student's Answer Documents and indicate the administered support.
- Make sure a barcode label is affixed to the front of the Answer Document where indicated.

Word Processors

(Use the test booklet form assigned to the student.)

The use of word processors for constructed-response items is a standard accommodation for students who need that support or accommodation as defined in their IEP or Section 504 Plan, or for students who have rapid onset of a medical disability.

Because the ELA tests assess the student's use of the conventions of writing, including correct spelling and grammatical usage, students using word processors or word processing software as an accommodation must be monitored to ensure that **spelling, dictionary, thesaurus, and grammatical software are not activated. Auto-correct may not be used, either.**

- Fill in the **"Other" circle** on the student's Answer Document and **indicate that the student used a word processor** as an accommodation.
- If the spell check, dictionary, thesaurus, and grammatical software were not deactivated, the "Nonstandard Accommodations" circle must be gridded.
- If a student uses a word processor or another accommodation to record multiple-choice answers, these **must be transferred onto a regular Answer Document** by the student, Test Administrator, proctor, or accommodations provider. (See the *Michigan Supports and Accommodations Manual* and the *Supports and Accommodations Table* on the M-STEP web page). Word-processed constructed-response answers do not need to be transcribed onto an Answer Document by school staff.

- **Each word-processed page must be printed and identified with the following student information:**
  - Student barcode label from the Secure Site
  - Subject area and item number
  - Current test year (for example, Spring 2018)

    OR
  - Student name, UIC, and birth date
  - School code and district code
  - Current test year, grade, subject area, and item number
- **Word-processed page(s) must be inserted into the student's Answer Document** that has all required student identification information completed. Do not staple or otherwise attach word-processed pages to the Answer Document.
- Word-processed pages returned without a completed student Answer Document cannot be scored.
- Make sure a barcode label is placed on the front of the Answer Document where indicated.
- All Answer Documents containing word-processed pages must be shipped in the **orange Special Handling Envelope**.

Additional or Adapted Paper as an Accommodation

(Use the test booklet form assigned to the student.)

- The use of additional paper is permitted for students who need that accommodation due to large handwriting. The need must be documented in the student's IEP or Section 504 Plan.
- When additional paper is used, the student should only be allowed to write the equivalent of what could be written (with average-sized handwriting) in the original space provided in the test booklet.
- **Each additional piece of paper must be identified with the following information:**
  - Student barcode label from the Secure Site
  - Subject area and item number
  - Current test year (for example, Spring 2018)
  - **OR**
  - Student name, UIC, and birth date
  - School code and district code
  - Current test year, grade, subject area, and item number
- It is important to **grid the "Other" circle** on the student's Answer Document and **indicate the administered accommodation.**
- The additional paper must be inserted into the student's Answer Document that has all required student identification information completed. Do not staple or otherwise attach additional paper to the Answer Document.
- Additional paper that is returned without a completed student Answer Document cannot be scored.
- All Answer Documents containing additional paper must be shipped in the **orange Special Handling Envelope**.

Extended Time/Multiple Day

- All M-STEP tests are untimed and student-paced.
- If an online tester requires more than one day to complete any single section of an online test, his/her test may be paused and exited at any point. The student will be able to log back into his/her test at any subsequent point within the testing window to complete the session. It is important that the student's test be paused and exited and not submitted.
- Students taking a paper/pencil test, with a multiple-day designated support will use the form of the test assigned to their school.
- As with any support, educators must provide ONLY those supports the student needs. Significant research indicates that providing students with unnecessary or unneeded tools or supports may negatively impact their test scores.
- Students who qualify for testing beyond the initial test dates will have until the last day of the grade-specific testing window to finish testing.
- Students may not begin a subject-area test before the first date the subject-area test is scheduled for all students.
- If extended time is used for a paper/pencil test, it is important to **grid the "Multiple-Day Testing" circle** on the student Answer Document(s).

Closed Captioning for ELA Listening

Closed captioning is only available for the listening items on the ELA online assessments. It will not be available for any other ELA items or for the mathematics, science, or social studies tests.

Read-Aloud Guidelines for ELA and Mathematics

The use of human readers is allowed across all grades as a **designated support** for M-STEP mathematics and non-passage parts of the ELA assessments. Human readers are also allowable for ELA reading passages as a **documented accommodation** in grades 6–8 (but not for grades 3–5). This accommodation is appropriate for only a very small number of students. For information on documentation requirements and decision-making criteria related to using human readers, go to the M-STEP web page (www.michigan.gov/mstep).

The M-STEP online ELA and mathematics assessments have a text-to-speech designated support option. Students who do not have access to this support or who take a paper/pencil test may utilize the Read-Aloud designated support. Designated supports are options available to all students who may need additional support to access the test content.

The Read-Aloud support is administered with a human reader who provides an oral presentation of the assessment text to an eligible student. The student depends on the reader to read the test questions accurately, pronounce words correctly, and speak in a clear voice throughout the test. The reader must be trained and qualified and must follow the *M-STEP Read-Aloud Guidelines* available on the M-STEP web page (www.michigan.gov/mstep).

Scribing Protocol

The *Scribing Protocol for the M-STEP, MI-ACCESS, SAT, ACT, and WIDA Assessments* can be found on the M-STEP web page (www.michigan.gov/mstep). The protocol outlines the required procedures a scribe must follow. A scribe is an adult who writes down exactly what a student dictates via speech, American Sign Language, or an assistive communication device. The guiding principle in scribing is to ensure that the student has access and can respond to test content. Scribes are allowed as a documented accommodation for ELA writing, and as a designated support for science, social studies, mathematics, and ELA non-writing items.

Scribes may also be necessary for testing students with "sudden or rapid onset" conditions, such as broken arms or wrists. Save any documentation, such as doctor's notes, when using a scribe for "sudden or rapid onset" conditions.

Word-to-Word Bilingual Dictionaries

The *M-STEP and MI-Access Word-to-Word Bilingual Dictionary Guidance* provides a recommended list of non-electronic word-to-word bilingual dictionaries and glossaries that can be used during M-STEP testing. It can be found on the M-STEP web page (www.michigan.gov/mstep).

Returning Accommodated Materials and Answer Documents

- Audio CDs, video DVDs, enlarged print, and Braille versions of the test, as well as Reader Scripts, are **secure** materials that **must be returned** at the end of each test window. No copies of these materials may be made, downloaded, or retained. Make sure that all secure materials are included in return shipments.
- If a paper/pencil tester has **word processed or additional pages, those pages must be inserted in the student's Answer Document and returned in the orange Special Handling Envelope in order to be scored**. All other Answer Documents may be returned together in the secure, scorable materials boxes. (See the *Materials Return Instructions* section on page 78 of this manual for more detailed information.)

Other Reminders for Test Administrators and Accommodations Providers

- The *Supports and Accommodations Table* can serve as a guide for providing supports and accommodations. The *Supports and Accommodations Table* can be found on the M-STEP webpage (www.michigan.gov/mstep) under the "Student Supports and Accommodations" section.
- All M-STEP test supports and accommodations must be clearly defined by subject area in the testing section of each student's IEP, Section 504 Plan, or EL instructional record.

- New students with IEPs, Section 504 Plans, and EL services that move from one Michigan school to another must be identified quickly so that supports and accommodations from the previous school can be implemented.
- Plan ahead. The OEAA recommends that schools/districts maintain a spreadsheet of students with each student's needed supports and accommodations by subject area. A template can be found on the M-STEP web page (www.michigan.gov/mstep).
- Ensure that each student is taking the correct test (M-STEP or MI-Access) for each subject area. Students who mistakenly take the wrong test(s) may have to take an emergency test to gain a valid score. An Incident Report must be filed.
- Audio CDs, video DVDs, Reader Scripts, and Read-Aloud Guidelines must be used when test content is to be read aloud as a designated support or accommodation.
- An M-STEP test administered with an incorrect accommodation based upon the IEP is considered invalid. The student must take a new (emergency) test to gain a valid score. An Incident Report must be filed.
- Paper/pencil testers must take the entire test in the same form of the test. Do not split form numbers within tests or parts of tests. **Please be sure to administer all parts of the tests.**
- When students with supports and accommodations use audio CDs, video DVDs, and Reader Scripts in small groups of up to five students, **extra Form 1 test booklets may be needed**. When ordering, be sure to specify the number of students using each accommodation kit.
- Some supports and accommodations, such as using a scribe, do not require Form 1 test booklets. Use the form assigned to the student.
- Do not begin a subject-area test before the initial test date. Students who are absent on the initial test day may begin testing on the makeup date for the missed subject area.
- Students may refuse to use a support or accommodation. If this happens, try to resolve the situation with the students' parents/guardians immediately. Document any change approved by parents/guardians.
- Audio CDs, Reader Scripts, or DVDs may not be used with Braille kits.
- Standard Answer Documents are used with the enlarged print and Braille versions of the M-STEP tests.
- Braille and enlarged print kits are ordered by student on the Material Order page.

Spring 2018 Online Supports and Accommodations

By using the numbers associated with each support or accommodation, schools can identify which supports listed in eDIRECT match those within the Supports and Accommodations Table. Please also refer to the Supports and Accommodations Guidance Document for more information related to these supports' administrative practices. Because there are variations between grades and content areas for allowable supports, schools must refer back to the supports and accommodations table for detailed information. Both documents can be found on the M-STEP web page (www.michigan.gov/mstep) in the **Student Supports and Accommodations section**.

The following supports and accommodations must be turned on in eDIRECT before Tickets are printed:

Online Supports and Accommodations	
15	Color Choice (CC)
16	Contrasting Color (CTC)
14	Masking (MSK)
9	Spanish Translation (stacked) (ST)
31	Text-to-Speech – Items and Passages (TTSPASSAGE)
6	Text-to-Speech – Items Only (TTS)
26	Video Sign Language (test content) (VSL)
33	Closed Captioning (CCAPTION)

Use of the following supports and accommodations must be tracked by subject in eDIRECT

Online Supports and Accommodations			
1	Administered individually/ small group	18	Scribe (Non-Writing items)
4	Noise Buffers	30	Scribe (Writing items)
5	Oral Translated Test Directions	22	OSA Multiplication Tables (grades 4 and above)
8	Read Aloud (Human Reader)	23	Abacus
11	Bilingual word-to-word dictionary	24	Non-Embedded Calculator (Accommodation ONLY for use on calculator items)
12	Auditory Amplification	25	Administrator Sign Test Directions in ASL
13	Visual Aids	26	Administrator Sign Test Content in ASL
14	Masking	27	Alt communication devices

Spring 2018 Paper/Pencil Supports and Accommodations

By using the numbers associated with each support or accommodation, schools can identify which supports listed on the Student Answer Document match those within the Supports and Accommodations Table. Please also refer to the Supports and Accommodations Guidance Document for more information related to these supports' administrative practices. Because there are variations between grades and content areas for allowable supports, schools must refer back to the supports and accommodations table for detailed information. Both documents can be found on the M-STEP web page (www.michigan.gov/mstep) in the **Student Supports and Accommodations section**.

Use of the following supports and accommodations must be marked on the Student Answer Document:

	Accommodation	ELA	Math	Science	Social Studies
5	Directions Read in Native Language	✔	✔		
5/35	Oral Translation in Native Language		✔	✔	✔
9	Spanish Booklet		✔		
21	Enlarged Print*	✔	✔	✔	✔
19	Multiple-Day Testing	✔	✔	✔	✔
35	Audio CD*			✔	✔
36	English DVD*			✔	✔
36	Spanish DVD*			✔	✔
36	Arabic DVD*			✔	✔
34	Reader Script (science and social studies)			✔*	✔**
27	Alternate Response	✔	✔		
25/26	American Sign Language (ASL)	✔	✔		
4	Noise Buffers	✔	✔		
8/31	Read-Aloud (must see Supports/Accommodations Table for specifics)	✔	✔		
18/30	Scribe	✔	✔		
27	Speech-to-Text	✔	✔		
23	Abacus		✔		
10	L1 Glossary		✔		
	Other	✔	✔	✔	✔
	Nonstandard Accommodation/Support	✔	✔	✔	✔

**Must use Form 1 test booklet.*

***For Social Studies only, there is a Reader Script available for both the Form 1 test booklet and the Form 2 (Emergency Form) test booklet.*

Materials Return Instructions

All test materials must be managed in a specific way **after each test window closes**. This includes used and unused test booklets (standard, Braille, and enlarged print), used and unused Answer Documents (student-completed and adult-transcribed), CDs, DVDs, word-processed pages, scratch paper, graph paper, Listening Scripts, Listening CDs, Reader Scripts, and so forth. The table below shows what to do with each material once testing is complete.

How to Process Secure M-STEP Test Materials After Testing

Secure Test Materials	Return to M-STEP Contractor	Schools Keep	Schools Destroy
Used Answer Documents (all content areas)	Scorable box(es)		
Unused ELA and Mathematics Answer Documents	✓*		
Student Test Tickets and Test Rosters			✓
Used Orange Special Handling Envelope(s) with contents	Scorable box(es)		
Used and Unused Test Booklets (grades 3–8 & 11)	✓*		
Accommodated Versions of the Test (Reader Scripts, Braille, enlarged print, audio CD, video DVD, translated versions, etc.)	✓*		
ELA Listening CDs	✓*		
ELA Listening Scripts	✓*		
L1 (First language) Glossaries (mathematics)			✓
Used scratch paper (including graph paper)			✓

**Can be returned with the scorable materials, or in a separate box as directed in* Instructions for Packing Non-scorable Materials for Return *on "Instructions for Packing Non-scorable Materials for Return" on page 82 of this manual.*

How to Process Non-Secure M-STEP Test Materials After Testing

Non-Secure Test Materials	Return to M-STEP Contractor	Schools Keep	Schools Destroy
Unused science and social studies Answer Documents			✓
Unused Orange Special Handling Envelopes			✓
Test Administration Manuals		Optional	
Test Administration Directions		Optional	
Signed OEAA Security Compliance Forms		Store at District for 3 years	
Seating charts		Store at District for 3 years	

Return Tools

The M-STEP contractor has provided districts/schools with a number of tools for returning materials, including:

- Orange Special Handling Envelopes
- FedEx Express Airbills for shipping
- **Blue scorable stickers** for the outside of boxes containing scorable materials

Districts and schools are encouraged to complete and return test materials as early as possible following each grade-specific testing window. (See the *"Important Dates" on page 8* of this manual for window dates.) The M-STEP scoring contractor can then begin to scan and score student responses immediately. Fees are assessed for the late return of scorable materials.

Additional return materials may be ordered if needed during the Additional Material Order window.

Return Shipping Schedule

The *"Materials Return Dates" on page 11* of this manual shows the dates by which Answer Documents must be returned for each testing window. It also shows the **late fees and penalties that will be applied when materials are not returned promptly**. Materials must be returned within three business days of the close of each testing window to avoid penalty. Answer Documents returned after May 17, 2018 (for the grades 5, 8, and 11 window) and after June 7, 2018 (for the grades 3, 4, 6, 8 window) will not be scored.

Security Compliance Forms and Seating Charts

Building M-STEP Coordinators need to give their school's signed OEAA Security Compliance Forms and seating charts to the District M-STEP Coordinator, who will keep them on file for a minimum of **three years**. Do not return these documents to the M-STEP contractor.

✎ Preparing Answer Documents for Return

The Orange Special Handling Envelope

The orange Special Handling Envelope(s) is used for the following materials:

- Damaged Answer Documents that are **not biohazards.**

  Contaminated Answer Document responses should be transcribed onto a new Answer Document and the contaminated Answer Document **must** be securely destroyed.

  – Schools must submit an Incident Report when transcribing any Answer Document. (See *Appendix C*: *M-STEP Incident Reporting Guide*.)

  – Print and affix a bar code label to the new Answer Document and return with the scorable materials

- Used Answer Documents that the school has invalidated by printing **"Do Not Score"** prominently on the front page.

- All word-processed pages and additional paper with complete student information inserted in each student's Answer Document, for students who required these accommodations.

Set aside the completed orange Special Handling Envelope(s) with its contents. The envelope(s) will need to be **placed at the top of Box 1 prior to sealing the box and shipping it**.

Organizing Answer Documents for Verification

Follow these steps for preparing M-STEP Answer Documents for return to the M-STEP contractor **at the end of each testing window**.

First, organize the Answer Documents into stacks for each grade level and subject being tested in your school. (For example, 5th grade will have discrete Answer Document stacks for mathematics, ELA, science, and social studies at the end of the grade 5 and 8 window. Eighth grade will have discrete Answer Document stacks for the same content areas.)

If there are students who used an enlarged print or Braille version of the test, they must have a Test Administrator transcribe their responses onto a regular Answer Document. Transcribed Answer Documents may be returned along with the other used Answer Documents.

Reviewing/Verifying Answer Documents

Once the Answer Documents are separated into stacks, review them using the following steps. Be sure to conduct this review for **each** stack of Answer Documents at the end of each grade-specific testing window.

Initial Checks/Verifications

For each stack, verify that:

- All Answer Documents are for the same grade level and same subject area
- All Answer Documents are for M-STEP (not MI-Access, ACT WorkKeys, or SAT)
- Only No. 2 pencils have been used
- No correction fluid, crayons, markers, highlighters, or colored pencils have been used
- Any sticky notes, paper clips, rubber bands, staples, glue, or other extraneous materials from inside and outside the Answer Documents have been removed
- All **used** Answer Documents for the grades tested in the particular test window will go into the **scorable boxes**
- All **unused** ELA and mathematics Answer Documents will be **returned**, along with the secure test booklets, in either a scorable materials box or in a box affixed with a FedEx label and shipped back to the M-STEP Scoring Contractor. A non-scorable label is no longer needed in order to return nonscorable materials.
- All *verified* **unused science and social studies Answer Documents** should be shredded, immediately following shipment of all other M-STEP materials

Individual Answer Document Checks

Once all the Answer Documents are in stacks but **before** packing them into scorable boxes, review each individual Answer Document to ensure that:

- The student information has been completed at the top of the Answer Document (student's legal name, teacher name, school name, district or PSA)
- The Student Birth Date field has been filled in accurately
- The Assessment Date and Test Form Number fields have been filled in accurately
- The Applicable School Use Only bubbles are correctly completed
- Each Answer Document **has an undamaged barcode** label adhered carefully within the designated frame (A $10 fee may be assessed for every Answer Document returned for scoring without a barcode label.)
- The student name and school name on each barcode label matches the student information at the top of the Answer Document

It is **not** permitted to inspect Answer Documents for completion or to review student responses at this time. Test Administrators are responsible for ensuring that students have completed testing prior to collecting the materials from students and returning them to the Building M-STEP Coordinator.

Packing Scorable and Non-scorable Materials for Return

Either the district M-STEP coordinator or the school M-STEP coordinator may return materials for scoring through FedEx Express shipping. Regardless of which coordinator is returning materials, the packing instructions are the same. **Please follow the instructions below when packing scorable materials.**

It is **vital** that used Answer Documents be returned in boxes marked with a blue scorable label. Failure to return Answer Documents properly can jeopardize a school's accountability calculations.

Instructions for Packing Scorable Materials for Return

1. Organize used Answer Documents by grade and then by subject area for the appropriate test window.
2. Pack used Answer Documents in boxes using cushioning materials, if needed, to keep them secure. Schools should use the same boxes in which the materials originally arrived to ship the materials to M-STEP Scoring Services (the M-STEP scoring contractor). If these boxes are not available, use sturdy boxes to return the materials. **Do not use boxes in which copy paper is packed.**
3. When returning multiple boxes of scorable materials, please place the completed **orange Special Handling Envelope (if used)** at the top of the contents of the first box prior to sealing the box.
4. **NOTE:** Used Answer Documents and other secure materials, (e.g., test booklets) may be returned in the same box when **only one box** is being returned. When returning all materials in the same box, please place the scorable materials, and Special Handling Envelope on top and separate the scorable materials from the nonscorable materials with a sheet of paper. **Place a blue Scorable label on the top of the box.**
5. Remove or black out any old shipping labels on boxes, including the original shipping barcode, and seal the boxes with plastic shipping tape. Place three strips of tape on the top of each box and three strips of tape on the bottom of each box.
6. Affix a **blue Scorable label** to the **top** of **all** boxes containing used Answer Documents.
7. In addition to the **blue Scorable label**, affix a FedEx Express Airbill to the first box of your scorable materials boxes. The FedEx Express driver will produce additional multiple piece shipment labels and affix to them to the remaining boxes of scorable materials.

Only one box in a shipment needs a FedEx Express Airbill. Do not tamper with the preprinted information on the Airbill in any way, as this may affect FedEx processing and delay your shipment.

Instructions for Packing Non-scorable Materials for Return

1. Pack all used and unused test booklets, all unused ELA and mathematics Answer Documents, and any accommodated materials in the boxes using cushioning materials to keep them secure. All CDs, DVDs, Reader Scripts, ELA Listening CDs, ELA Listening Scripts, Enlarged Print, and/or Braille materials must be returned. Please pack CDs and DVDs at the top of the box(es). It is preferable to use the same boxes that the materials originally came in to ship the materials to M-STEP Scoring Services (the M-STEP scoring contractor).
2. Remove or black out any old shipping labels, including the original shipping barcode, and seal the boxes with plastic shipping tape. Place three strips of tape on the top of the boxes and three strips of tape on the bottom of the boxes. **(Boxes that contain only nonscorable materials no longer need a nonscorable label.)**

Only one box in a shipment needs a FedEx Express Airbill. Do not tamper with the preprinted information on the Airbill in any way as this may affect FedEx processing and delay the shipment.

Reminder: Materials must be returned within three business days of the close of each testing window to avoid penalty. Answer Documents returned after May 17, 2018 (for the grades 5, 8, and 11 window) and after June 7, 2018 (for the grades 3, 4, 6, 8 window) will not be scored.

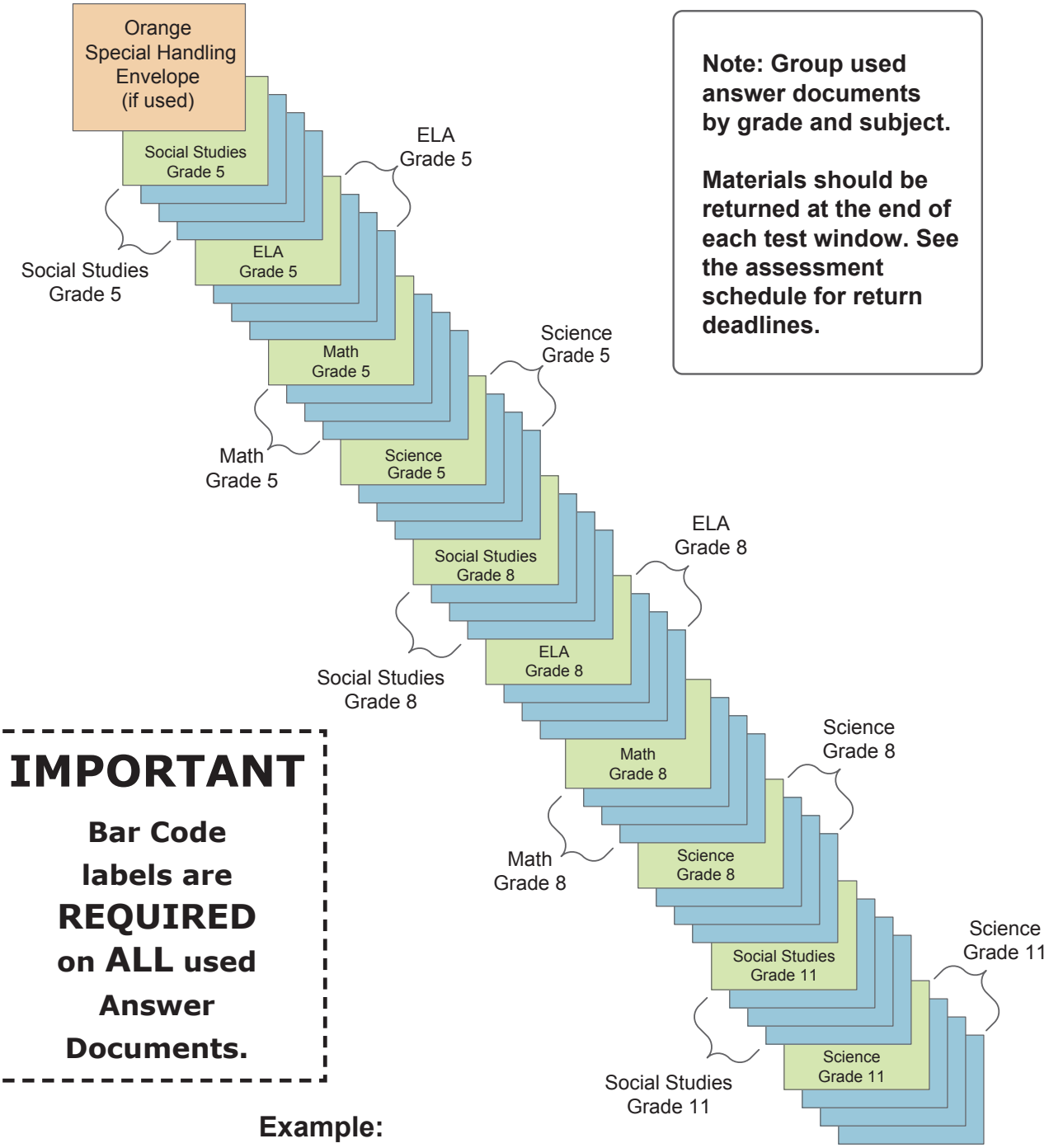
Instructions for Returning All Materials via FedEx Express

1. Place the boxes where the FedEx driver normally delivers or picks up packages.
2. To schedule a pickup, call 1-800-GoFedEx (1-800-463-3339). After the voice prompt ("Welcome to FedEx. In a few words, please tell me what you're calling about."), **you can press 9 or say, "Premiere Customer Service Program."**
3. When prompted, enter 999 999 933 as the nine-digit FedEx account number. You should be transferred to a specialized Premier Customer Service Representative. If all Premier Customer Service Representatives are busy, your call may be forwarded to a regular Customer Service Representative. A Premier Customer Service Representative will be able to answer more M-STEP-specific questions than a regular Customer Service Representative, should you have any, but either will be able to help you schedule your M-STEP pickup if you specify that you need to schedule a **FedEx Express pickup** for the M-STEP project.
4. Please have the following information available when you call:
   - Your phone number (if you have called to schedule FedEx pickups or ship materials prior to this call, FedEx will have your address information in their system; otherwise, this information will need to be provided)
   - The pickup date
   - The total number of boxes you are returning
   - The average box weight (you can use 30 pounds per box)
5. If you do not have enough Scorable labels and/or FedEx Express Airbills, contact your district M-STEP coordinator, who can order them on the Additional Materials Order page and select "ship to district."
6. Any remaining Scorable labels and FedEx Express Airbills can be used later for other testing windows if needed. After returning all of your materials for this project, destroy any remaining FedEx Express Airbills, as these are year-specific.

Important: Keep the sender's copy of the FedEx Express Airbill for each package so that you can easily track your packages. If requested, the FedEx Express driver will supply small adhesive tracking labels. These labels will match the multiple-piece shipment labels on your packages.

Materials Return Dates				
Grades	**Final date to ship without penalty and inclusion in Answer Document Verification**	**Shipping dates with $250 late fee charge**	**Shipping dates with $250 late fee and $25 processing fee per Answer Document**	**Dates after which materials will NOT be scored**
Grades 5, 8 and 11	May 2, 2018	May 3–9, 2018	May 10–16, 2018	May 17, 2018
Grades 3, 4, 6 and 7	May 23, 2018	May 24–30, 2018	May 31–June 6, 2018	June 7, 2018

Diagram for Packing Scorable Materials



Note: Group used answer documents by grade and subject.

Materials should be returned at the end of each test window. See the assessment schedule for return deadlines.

IMPORTANT

Bar Code labels are REQUIRED on ALL used Answer Documents.

Example:

Assembling Answer Documents for Return After the Grades 5, 8, and 11 Testing Window

Appendix A

M-STEP Calculator Policy

Online and Paper/Pencil Testers

Students in grades 3, 4, and 5 are **not** allowed to use a calculator on ANY item in the mathematics assessment as the use of calculators at these grade levels changes the construct of the items and what they are intended to measure. All students must abide by this no-calculator allowed policy, even students whose IEP or 504 Plan specifies otherwise. The use of a calculator at grades 3, 4, or 5 is considered a nonstandard accommodation. Nonstandard accommodations render the assessment invalid.

Online Testers

Students in grades 6, 7, and 8 will use the calculator embedded within the online delivery engine. The calculator will appear in the toolbar when items allow its use; it will not appear when items do not allow its use.

There are two types of embedded online calculators:

- Grade 6—basic calculator
- Grades 7 and 8—scientific calculator

The Office of Assessment and Accountability (OEAA) has developed resources for online testers to help prepare them for online testing. One of the resources is an online calculator practice tool. It is recommended that online testers visit the practice environment to see sample items and familiarize themselves with the online calculator tool. To practice using the M-STEP online calculators, go to the OTT portal (https://wbte.drcedirect.com/MI/portals/mi/) using the **Google Chrome web browser**.

Paper/Pencil Testers

Students in grades 6, 7, and 8 will use a hand-held calculator. The test booklets are divided into three parts. Part 1 of the paper/pencil mathematics assessment is considered non-calculator, and students must not have a calculator within reach. Part 2 of the paper/pencil mathematics assessment allows the use of a calculator. Once students start Part 2, they are not allowed to return to the non-calculator items in Part 1. Since external hand-held graphing calculators are programmable, there is a potential of a security breach. All programmable calculators must be set to TEST mode during the testing session.

Types of hand-held calculators:

- Grade 6 – basic
- Grades 7 and 8 – scientific

Important Notes

Alignment

The operational items on all of the assessments have been field-tested and are aligned to Michigan's standards.

Fairness

The issue of fairness between online testers and paper/pencil testers with regard to calculator usage has been raised. OEAA decided not to burden schools by requiring them to purchase calculators specifically for this assessment as a possible one-time use. Some schools may not have the grade-specific calculators for their paper/pencil testers to use. OEAA has reviewed each mathematics item to determine if the use of an above-grade-level calculator gives those students an advantage. Students will not be advantaged or disadvantaged based on using an above-grade calculator on the mathematics assessment.

Managing Online Testers and External Hand-held Calculators

The OEAA prohibits online testers from using external hand-held calculators instead of the embedded online calculator. The only online testers who may use an external calculator are those students whose IEP or Section 504 Plan specifies the use of a special adaptive calculator.

Appendix B

M-STEP Scratch Paper Policy

Scratch paper is an optional universal tool that may be made available to students during testing. Used scratch paper is a **secure** material. District Coordinators should develop and disseminate procedures for the secure handling and disposal of used scratch paper.

ONLINE TESTERS: MATHEMATICS

- Scratch paper is allowed in all test sessions and test parts. For students in grades 6–8, **blank graph paper**, which can serve as the scratch paper, is required and is provided in the online initial material order. The grades 3–5 tests do not include items that require graph paper. Additional graph paper can be downloaded from the M-STEP web page (www.michigan.gov/mstep). Grades 6–8 must use **only blank graph paper**.
- For grades 3–5 scratch paper can be **blank ruled, unruled, or graph paper.**
- Fresh scratch paper must be distributed at the start of each new test session. That is, when a student receives a new test ticket for log-in, then a fresh sheet of scratch paper must be provided at that time. Once a test session is completed, used scratch paper must be returned with the test tickets to the Building Coordinator for secure shredding.
- Students must write their names on the scratch paper. When students are provided a break, the scratch paper must be securely collected and securely stored with test tickets until testing resumes. If the scratch paper is clearly identified with each student's name, then the scratch paper may be redistributed when students resume testing within a test session. If not, fresh scratch paper is required.

ONLINE TESTERS: ENGLISH LANGUAGE ARTS, SCIENCE, AND SOCIAL STUDIES

- Scratch paper is allowed in all test sessions and test parts. For all grades this must be **blank ruled or unruled** paper.
- Fresh scratch paper must be distributed at the start of each new test session. That is, when a student receives a new test ticket for log in, then a fresh sheet of scratch paper must be provided at that time. Once a test session is completed, used scratch paper must be returned with the test tickets to the Building Coordinator for secure shredding.
- Students must write their names on the scratch paper. When students are provided a break, the scratch paper must be securely collected and securely stored with test tickets until testing resumes. If the scratch paper is clearly identified with each student's name, then the scratch paper may be redistributed when students resume testing within a test session. If not, fresh scratch paper is required.

PAPER/PENCIL TESTERS: MATHEMATICS

- Scratch paper is allowed in all test sessions and test parts. For students in grades 6–8, **blank graph paper**, which can serve as the scratch paper, is required and is provided in the online initial material order. The grades 3–5 tests do not include items that require graph paper. Additional graph paper can be downloaded from the M-STEP web page (www.michigan.gov/mstep). Grades 6–8 must use **only blank graph paper**.
- For grades 3–5 scratch paper can be **blank ruled, unruled, or graph paper.**

  (**NOTE:** Ample room is provided in the test booklets for note taking and problem solving activities.)

- Fresh scratch paper must be distributed before each part of a test and students must write their names on the scratch paper. After students encounter a stop sign in the test booklets, scratch paper must be securely collected and securely stored until it can be returned with the rest of the test materials to the Building M-STEP Coordinator for shredding. If paper/pencil testers are provided a break not associated with a test part, then used scratch paper must be placed inside their closed test booklets.
- In order to prevent the use of an inappropriate writing utensil on the Answer Document, students should only have access to number 2 pencils during paper/pencil testing.

PAPER/PENCIL TESTERS: ENGLISH LANGUAGE ARTS

- Scratch paper is allowed in all test sessions and test parts. For all grades this must be **blank ruled or unruled** paper. (**NOTE:** Ample room is provided in the test booklets for note taking and problem solving activities.)
- Fresh scratch paper must be distributed before each part of a test and students must write their names on the scratch paper. After students encounter a stop sign in the test booklets, scratch paper must be securely collected and securely stored until it can be returned with the rest of the test materials to the Building M-STEP Coordinator for shredding. If paper/pencil testers are provided a break not associated with a test part, then used scratch paper must be placed inside their closed test booklets.
- In order to prevent the use of an inappropriate writing utensil on the Answer Document, students should only have access to number 2 pencils during paper/pencil testing.

PAPER/PENCIL TESTERS: SCIENCE AND SOCIAL STUDIES

- Scratch paper is allowed in all test sessions and test parts. For all grades this must be **blank ruled or unruled** paper. (**NOTE:** Ample room is provided in the test booklets for note taking and problem solving activities.)
- Fresh scratch paper must be distributed with each "part" of a test and students must write their names on the scratch paper. After students encounter a stop sign in the test booklets, scratch paper must be collected and securely stored until it can be returned with the rest of the test materials to the Building M-STEP Coordinator for shredding. If paper/pencil testers are provided a break not associated with a test part, then used scratch paper must be placed inside their closed test booklets.
- In order to prevent the use of an inappropriate writing utensil on the Answer Document, students should only have access to number 2 pencils during paper/pencil testing.

Appendix C

M-STEP Incident Reporting Guide

If any testing irregularities occur before, during, or after testing, the District M-STEP Coordinator must report them to the Office of Educational Assessment and Accountability (OEAA) as soon as possible. This table identifies the incident categories and sub-categories that are used in the Secure Site Incident Reporting tool and sample scenarios for each category or sub-category.

You will find detailed information on how to access and use the Secure Site Incident Reporting tool here (http://www.michigan.gov/documents/mde/Incident_Reporting_520328_7.pdf).

Incident Category: Test Not Completed				
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**Response for Paper/Pencil Testers**	**Incident Report Required/ Optional**
Test submitted prior to completion	Student accidentally ends/ submits test without answering all questions.	If 5 or fewer questions have been answered, contact the Call Center at 1-877-560-8378 Option 2. If more than 5 questions have been answered, an Incident Report is required.	N/A	Online: Required if more than 5 item responses Paper/ Pencil: N/A
Student became ill	Student becomes ill and goes home before finishing a test.	Pause and Exit test (do not End test). Resume testing with the original test ticket in a makeup session.	Collect test materials and flag last question answered. Resume testing in an individual one-on-one proctored makeup session. Students are not allowed to return to previously answered questions.	Online: Optional Paper/ Pencil: Required

(**Test Not Completed** incident category continues on the next page.)

Incident Category: Test Not Completed				
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**Response for Paper/Pencil Testers**	**Incident Report Required/ Optional**
Student was removed from school by parent/ guardian	Student is removed from class by parent or guardian during the test administration.	Pause and Exit test (do not End test). Resume testing with the original test ticket in a makeup session.	Collect test materials and flag last question answered. Resume testing in an individual one-on-one proctored makeup session. Students are not allowed to return to previously answered questions.	Online: No Incident Report Necessary Paper/ Pencil: Required
Student moved from school	Student transfers or moves from school with an incomplete content area test. **NOTE:** Be prepared to accept a phone call from student's receiving school requesting information on test completion and needed accommodations or designated supports.	N/A	Mark the Answer Document **Do Not Score** and return in the Special Handling Envelope.	Online: Required Paper/ Pencil: Required
Do Not Score requested	Student transfers or moves from school with an incomplete content area test. **NOTE:** Be prepared to accept phone call from receiving school requesting information on test completion and accommodations or designated supports.	Submit incident report with request for test to be marked **Do Not Score.**	N/A	Online: Required Paper/ Pencil: N/A

(**Test Not Completed** incident category continues on the next page.)

Incident Category: Test Not Completed				
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**Response for Paper/Pencil Testers**	**Incident Report Required/ Optional**
Student does not complete test by end of day	Student does not complete testing by the end of the school day. **NOTE:** Testing must be completed by the end of the grade-level testing window. There are no exceptions.	Pause and Exit test (do not End test). Resume testing with the original test ticket in a makeup session. *(Schools should consider the ages and needs of their students and schedule intentionally planned breaks as appropriate.)*	With proper planning and scheduling, this should be avoided. • Schedule all testing early in the day to allow students to complete required testing. Schedule must allow for students who require additional time. • Consider the multiple day testing designated support—this is allowable as **intentional** scheduling for some students who use additional supports. • Exceptions for individual students will be considered on a case-by-case basis. The required Incident Report must demonstrate student was provided ample time to complete the test.	Online: No Incident Report necessary Paper/ Pencil: Required

Incident Category: Accommodation/Designated Support Issue				
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**Response for Paper/Pencil Testers**	**Incident Report Required/ Optional**
Designated support/ required accommodation not provided	Student is not provided appropriate designated support or accommodations.	Test misadministration. Submit an Incident Report. New test with appropriate designated support or accommodation may be administered with notification to and approval of parents or guardians.	Test misadministration. Submit an Incident Report. Emergency test with appropriate designated support or accommodation may be administered with notification to and approval of parents or guardians. Original Answer Document must be marked **Do Not Score** and returned in the orange Special Handling Envelope.	Online: Required Paper/ Pencil: Required
Nonstandard designated support/ accommodation provided	Nonstandard accommodation provided. See the "Nonstandard Accommodations" information on page 66 of this manual.	Mark the student's test as **Nonstandard Accommodation** on the Test Codes screen in eDIRECT. The student's test is invalidated. Inform parents or guardians. Submit an Incident Report—working with the OEAA, in some cases students may be able to retest with the appropriate accommodation, if the student's parents and school agree it is in the best interest of the student. Perform an internal investigation as needed and keep the resulting documentation on file as Nonstandard Accommodations may be appealed during the Answer Document Verification window.	Mark the student's test as **Nonstandard Accommodation** on the Answer Document and return with scorable materials. The student's test is invalidated. Inform the parent or guardian. Submit an Incident Report—working with the OEAA, in some cases students may be able to retest with the appropriate accommodation—if the student's parents and school agree it is in the best interest of the student. Perform an internal investigation as needed and keep the resulting documentation on file as Nonstandard Accommodations may be appealed during the Answer Document Verification window.	Online: Required Paper/ Pencil: Required

Incident Category: Misadministration				
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**Response for Paper/Pencil Testers**	**Incident Report Required/ Optional**
Wrong test administered	Student is administered the incorrect test (for example, an M-STEP test instead of a MI-Access test).	Inform parents or guardians. Students must be assigned to the correct test in the Secure Site and the appropriate test must be given. Submit an Incident Report—the test will be marked **Do Not Score**.	Inform parents or guardians. Mark the Answer Document with **Do Not Score** and return in the orange Special Handling Envelope. Student must be given the correct test—material orders should be ordered on the Secure Site using the normal additional material order process.	Online: Required Paper/ Pencil: Required
Wrong test ticket used	Student is issued wrong test ticket and begins the test.	Stop the test as soon as the error is identified. Pause and Exit the test (do not End the test) Submit an Incident Report.	N/A	Online: Required Paper/ Pencil: N/A
Part missed or not administered*	Student is not administered one part of a test.	If it is identified within the testing window for the grade, administer the test. If it is past the testing window for the grade, submit an Incident Report. The test may not be administered.	If it is identified on the day of the administration or within the makeup window for the subject and grade, administer the test. If it is not identified on the test day or within the makeup window for the subject and grade, submit an Incident Report. **Important reminder:** this is for a Part missed in the test. It is **not** permitted to inspect Answer Documents for completion or to review student responses at this time.	Online: Optional Paper/ Pencil: Optional

(**Misadministration** incident category continues on the next page.)

Incident Category: Misadministration				
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**Response for Paper/Pencil Testers**	**Incident Report Required/ Optional**
Wrong Answer Document used	Student uses wrong Answer Document when testing.	N/A	If the wrong Answer Document is the correct grade and test, but has a wrong barcode label, then a new correct barcode label should be printed and affixed. An Incident Report is not required. If the Answer Document is the wrong grade and/or content, then mark the wrong Answer Document(s) used with **Do Not Score** and return in the orange Special Handling Envelope. Submit an Incident Report. (See "Answer document transcription required/suggested" Incident Sub-Category on page 99 of this manual.)	Online: N/A Paper/ Pencil: Required (except when replacing barcode labels)
Test not administered on scheduled day/time	Test is administered outside of scheduled testing window, or a paper/pencil test is administered in a day that is not assigned for the content/part or not administered during scheduled makeup dates.	N/A	Mark student's Answer Document **Do Not Score** and return in the orange Special Handling Envelope. Submit an Incident Report.	Online: N/A Paper/ Pencil: Required
Other	Other misadministration not previously listed.	Varies	Varies	Online: Required Paper/ Pencil: Required

Incident Category: Building Emergency				
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**Response for Paper/Pencil Testers**	**Incident Report Required/ Optional**
Building emergency	Building emergency occurs during the test and requires student(s) to leave the room or otherwise interrupts testing.	Address the building emergency—pause tests as appropriate/possible. Submit an Incident Report.	Address the building emergency—secure test materials as appropriate/possible. Submit an Incident Report.	Online: Required Paper/ Pencil: Required

Incident Category: Prohibited Behavior				
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**Response for Paper/Pencil Testers**	**Incident Report Required/ Optional**
Electronics/ social media	Taking photos of test items, use of social media during testing.	Mark the student's test as **Prohibited Behavior** on the Test Codes Screen in eDIRECT. The student's test is invalidated. Inform parents or guardians. Perform internal investigation as needed and keep resulting documentation on file as Prohibited Behaviors may be appealed during the Answer Document Verification window. Submit an Incident Report.	Mark the student's test as Student **Prohibited Behavior** on the Answer Document. The student's test is invalidated. Inform parents or guardians. Perform internal investigation as needed and keep resulting documentation on file as Prohibited Behaviors may be appealed during the Answer Document Verification window. Submit an Incident Report.	Online: Required Paper/ Pencil: Required

(**Prohibited Behavior** incident category continues on the next page.)

Incident Category: Prohibited Behavior				
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**Response for Paper/Pencil Testers**	**Incident Report Required/ Optional**
Other	Disruptive behaviors impacting testing session/completion, cheating, use of calculator (mathematics) or dictionary/ thesaurus (ELA) during non-permitted section of the test. **NOTE:** The use of non-permitted tools results in test invalidation.	Students engaged in disruptive or egregious behavior must be removed from the testing room. Where feasible, students should be redirected and allowed to continue testing. Students engaged in prohibited behavior need not be removed from the testing room unless they are affecting other students. Mark the student's test as **Prohibited Behavior** on the Test Codes Screen in eDIRECT. The student's test is invalidated. Inform parents or guardians. Perform internal investigation as needed and keep resulting documentation on file as Prohibited Behaviors may be appealed during the Answer Document Verification window. Submit an Incident Report.	Students engaged in disruptive or egregious behavior must be removed from the testing room. Where feasible, students should be redirected and allowed to continue testing. Students engaged in prohibited behavior need not be removed from the testing room unless they are affecting other students. Mark the student's test as **Student Prohibited Behavior** on the Answer Document. The student's test is invalidated. Inform parents or guardians. Perform internal investigation as needed and keep resulting documentation on file as Prohibited Behaviors may be appealed during the Answer Document Verification window. Submit an Incident Report.	Online: Required Paper/ Pencil: Required

Incident Category: Technical Problems with Online Testing				
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**Response for Paper/Pencil Testers**	**Incident Report Required/ Optional**
Repeated disconnections	Student(s) has repeated disconnections during testing session.	Contact local tech support. Tech support can contact DRC Customer Support if they need additional help to resolve the matter. Submit an Incident Report.	N/A	Online: Optional Paper/ Pencil: N/A
	Entire classroom has repeated disconnections during testing session.	Contact local tech support. Tech support can contact DRC Customer Support if they need additional help to resolve the matter. Submit an Incident Report.		Online: Optional Paper/ Pencil: N/A
INSIGHT freezing, crashing, or not advancing	INSIGHT stops working and the student(s) cannot continue testing.	Contact local tech support. Tech support can contact DRC Customer Support if they need additional help to resolve the matter. Submit an Incident Report.	N/A	Online: Optional Paper/ Pencil: N/A
TSM error	TSM Connection Error—Could Not Register TSM	Contact local tech support. Tech support can contact DRC Customer Support if they need additional help to resolve the matter. Submit an Incident Report.	N/A	Online: Optional Paper/ Pencil: N/A

(**Technical Problems with Online Testing** incident category continues on the next page.)

Incident Category: Technical Problems with Online Testing				
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**Response for Paper/Pencil Testers**	**Incident Report Required/ Optional**
Item functionality	An item on the test is not functioning as expected. For example, the student believes the correct answer cannot be selected.	Instruct the student to answer as best they are able. Submit an Incident Report with the test and question number (if known), and computer used for testing (Windows PC, Mac, iPad, Chromebook).	N/A	Online: Required Paper/ Pencil: N/A
Hardware failure	Power outage, internet connection interrupted through local error, stolen computers.	If the problem is with just one computer, move the student to another computer and resume testing. If the problem will be resolved in sufficient time to complete testing (restore power or internet connection), continue testing another time or day. If online testing becomes impossible, file an incident report.	N/A	Online: Required IF it is necessary to move to emergency paper forms; otherwise optional Paper/ Pencil: N/A
Other	Use this category if your technical problem does not conform to the listed technical issues.	Contact your local IT staff, or, if further support is required, contact DRC Customer Support.	N/A	Online: Optional Paper/ Pencil: N/A

Incident Category: Materials				
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**Response for Paper/Pencil Testers**	**IR Required/ Optional**
Answer Document transcription required/ suggested	Students write in the wrong section of an assessment; wrong Answer Document used; a writing utensil other than a number 2 pencil is used on an Answer Document.	N/A	Student must transcribe all responses exactly as recorded from the original Answer Document to a fresh Answer Document in a one-on-one proctored section. Print and affix a bar code label to the new Answer Document and return with the scorable materials Original Answer Document must be marked **Do Not Score** and returned in the orange Special Handling Envelope.	Online: N/A Paper/ Pencil: Required
Damaged, defective, or lost	Answer Document becomes damaged in such a way that will impact scanning—ripped, torn, etc; is defective upon arrival, or is lost during test administration.	N/A	Student must transcribe all responses exactly as recorded from the original Answer Document in a one-on-one proctored session. Print and affix a bar code label to the new Answer Document and return with the scorable materials. Original Answer Document must be marked **Do Not Score** and be returned in the Orange Special Handling Envelope. **NOTE:** Biohazards should not be returned.	Online: N/A Paper/ Pencil: Required

Incident Category: Other				
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**Response for Paper/Pencil Testers**	**IR Required/ Optional**
Other	Use this category only if an incident occurs that does not fit into the listed categories.	Varies	Varies	Online: Optional Paper/ Pencil: Optional

Appendix D

eDIRECT User Guide

The eDIRECT User Guide discusses eDIRECT, the interface to the administrative functions of the DRC INSIGHT Online Learning System.

The guide is divided into three main sections:

- **Working with eDIRECT** describes how to access and log into eDIRECT, as well as some of its more common menu functions and options,
- **Test Setup** describes the test setup options for editing student information and test sessions, and
- **Checking Student Testing Status** describes the options for monitoring student testing status in eDIRECT.

Access the full guide in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Manuals and Directions.

Appendix E

2018 M-STEP List of Important Dates

Start	End	Task/Activity	Mode
10/23/17	11/21/17	Online waiver window – request waiver to administer paper/pencil by **5:00 PM**	PP
11/06/17	01/12/18	Off-site Test Administration Requests (for building or district-wide requests)	Both
01/08/18	02/13/18	Pre-identification of students for barcode labels by **5:00 PM**	PP
01/08/18	02/13/18	Initial Material Order window (all grades) by **5:00 PM**	PP
01/08/18	02/26/18	Online test session setup in the Secure Site by **5:00 PM**	OL
01/08/18	05/25/18	Pre-identification of students by **5:00 PM**	Both
01/15/18	05/22/18	Off-site Test Administration Request (for individual students such as homebound or expelled with service students)	PP
01/15/18	03/08/18	Alternate Insight Availability Request	OL
03/06/18	03/06/18	Online District and Building Coordinator Training – eDIRECT & Test Setup – watch Spotlight for details	OL
03/09/18	05/25/18	eDIRECT available for online test administrative tasks	OL
03/26/18	03/28/18	Grades 5, 8, and 11 materials arrive in schools – alternate delivery date not requested	Both
04/02/18	04/04/18	Grades 5, 8, and 11 materials arrive in schools – alternate delivery date requested	Both
04/03/18	04/24/18	Grades 5, 8, and 11 Additional Material Order **(closes at noon)**	PP
04/09/18	**05/04/18**	**Grades 5, 8, and 11 Online Test Administration**	**OL**
04/10/18	04/10/18	Grades 5 and 8 ELA Day 1 Paper/Pencil Test Day	PP
04/11/18	04/11/18	Grades 5 and 8 ELA Day 2 Paper/Pencil Test Day	PP
04/11/18	TBD	Preliminary Reports (within 48 hours of online test completion)	OL
04/12/18	04/12/18	Grade 11 Science and Social Studies Test Day	PP
04/12/18	04/16/18	Grade 5 and 8 ELA Makeup	PP

Start	End	Task/Activity	Mode
04/13/18	04/27/18	Grade 11 Science and Social Studies Makeup	PP
04/16/18	04/18/18	Grades 3, 4, 6, and 7 materials arrive in schools	Both
04/17/18	04/17/18	Grades 5 and 8 Mathematics Paper/Pencil Test Day	PP
04/18/18	04/18/18	Grades 5 and 8 Science Paper/Pencil Test Day	PP
04/19/18	04/19/18	Grades 5 and 8 Social Studies Paper/Pencil Test Day	PP
04/20/18	04/27/18	Grades 5 and 8 Makeup any content area	PP
04/23/18	04/25/18	Grades 3, 4, 6, and 7 materials arrive in schools – alternate delivery date requested	Both
04/24/18	05/15/18	Grades 3, 4, 6, and 7 Additional Material Order **(closes at noon)**	PP
04/30/18	**05/25/18**	**Grades 3, 4, 6, and 7 Online Test Administration**	**OL**
05/01/18	05/01/18	Grades 3, 4, 6, and 7 ELA Day 1 Paper/Pencil Test Day	PP
05/02/18	05/02/18	Grades 3, 4, 6, and 7 ELA Day 2 Paper/Pencil Test Day	PP
05/02/18	05/02/18	Grades 5, 8, and 11 Return of Materials Deadline	PP
05/03/18	05/07/18	Grades 3, 4, 6, and 7 ELA Makeup Days	PP
05/08/18	05/08/18	Grades 3, 4, 6, and 7 Mathematics Paper/Pencil Test Day	PP
05/09/18	05/18/18	Grades 3, 4, 6, and 7 Makeup any content area	PP
05/23/18	05/23/18	Grades 3, 4, 6, and 7 Return of Materials Deadline	PP
June 2018		Verification of Enrollment – watch the Spotlight for details	Both
June 2018		Verification of Answer Documents – watch the Spotlight for details	Both
June 2018		Verification of Not Tested – watch the Spotlight for details	Both
TBD		Final Reports	Both

Appendix F

Changes to the M-STEP Summative Assessments for Spring 2018

- Removal of all Performance Tasks in ELA and mathematics
- Removal of Claim 2 Writing short constructed response items in ELA grades 3, 4, 6, and 7
- Addition of one Claim 2 Writing text-dependent analysis (essay) in each grade of ELA
- Assessing science in grades 5, 8, and 11 (moving from grades 4 and 7 to grades 5 and 8)
- Requiring all eligible grade 5, 8, and 11 students to participate in the statewide science field test (in place of an operational science test)

2018 M-STEP Summative Tests for Grades 3–8

- ELA (grades 3–8): computer-adaptive (CAT) assessment
  with text-dependent analysis (essay) at every grade
- Mathematics (grades 3–8): computer-adaptive (CAT) assessment
- Science field test (grades 5, 8, and 11): fixed-form online assessment
- Social studies (grades 5, 8 and 11): fixed-form online assessment

M-STEP Statewide Science Field Test—Assessing New Standards

The Michigan Department of Education is conducting a statewide summative science field test in both Spring 2018 and Spring 2019. The science field test, which is based on Michigan's new science academic standards, will be administered to **all** students in grades 5, 8, and 11. The former M-STEP science assessments were aligned to the now-outdated Grade Level and High School Content Expectations (GLCEs and HSCEs), and have been discontinued as students are receiving instruction in the new science standards. The Spring 2018 and Spring 2019 science field test administrations will count towards the participation requirement in Michigan's state and federal accountability system. While the science field tests will count for participation, since they are not operational assessments, science proficiency will not be calculated. Summary reports based on raw scores will be provided. The new M-STEP science assessment is expected to be operational in Spring 2020.

The new science assessment is structured using item clusters, which are a set of five to eight items with a common stimulus. For the Spring 2018 field test, each student will be administered three item clusters (1 each of Physical Science, Earth Science, and Life Science). The estimated testing time is 30-45 minutes.

The 2018 science field test will be administered online, with a paper/pencil option for those few students whose disabilities prevent them from testing online. For additional information on the science assessment plan, see the Michigan K-12 Science Standards Assessment Update Webinar - August 2017 located on the M-STEP web page (www.michigan.gov/mstep) under the "Content Specific Information" section.

Appendix G

M-STEP Administration Resources

This appendix lists the resources available to help Assessment Coordinators with pre-administration, during-administration, and after-administration tasks for M-STEP. There are additional resources available on these webpages for other tasks.

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

- **Current Assessment Administration**
  - Off-Site Test Administration Request
  - Guide to State Assessments
  - 2018 M-STEP List of Important Dates
  - MDE-Approved INSIGHT Tools Poster
  - Assessment Integrity Guide
  - Graph Paper, Grades 6-8
  - Scratch Paper Policy
  - Security Compliance Form
  - Test Directions
- **Student Supports and Accommodations**
  - Frequently Asked Questions
  - Read-Aloud Guidelines
  - Student Supports and Accommodations Table
  - 2018 M-STEP Accommodations Worksheets by Grade
  - M-STEP Multiplication Table
  - Scribing Protocol
- **Content Specific Information**
  - Sample Text-Dependent Analysis (TDA) Essay Prompts
  - ELA – Test Overview
  - ELA and Mathematics – Crosswalk Documents: Claims, Targets, and Standards
  - Online Practice for M-STEP ELA, Math, Science, and Social Studies
  - Michigan Academic Standards
- **Professional Development**
  - Assessment Security Training Registration
  - ELA – Navigating the Computer Adaptive Test
  - Mathematics – Navigating the Computer Adaptive Test
  - Test Administration Training Videos and PowerPoints
  - Student Supports and Accommodations Webinar Links and PowerPoints
  - New Administrator and Coordinator Primer

DRC eDIRECT (https://mi.drcedirect.com)

- **Documents** (From Michigan's eDIRECT page, go to All Applications → General Information → Documents)
  - Technology User Guide
  - eDIRECT User Guide
  - Accommodations: Adding, Editing, and Mass-Assigning
  - Checking Student Test Status
  - Creating Test Sessions in eDIRECT
- **Test Tutorials** (From Michigan's eDIRECT page, go to All Applications → General Information → Test Tutorials)
  - Michigan Online Assessment Student Tutorials *(for students to use before testing to become familiar with the M-STEP online test)*.

MDE Secure Site Training (www.michigan.gov/securesitetraining)

This includes documents that provide directions for pre-identification of students, all material ordering, Incident Reporting, Accountability-related tasks, and accessing student data score files and the Dynamic Score Reporting Site.

- **Security**
  - Create a New User
  - How do I get access to eDIRECT?
  - Manage Access Requests
  - Request Access to the Secure Site
  - Secure Site Roles and Assessment Descriptions
- **Pre-Identification of Students**
  - Early Roster
  - Creating Online Sessions
  - Mass Update Assessments
  - MSDS Copy
  - One Student at a Time/Student Search
  - Pre-ID File Upload
  - Pre-ID Student Report
  - Pre-Identification for State Assessments Overview
  - Reporting Code Labels
- **Material Ordering**
  - Additional Material Orders
  - Initial Material Orders
- **Miscellaneous Secure Site Functions**
  - District and School Contacts
  - Incident Reporting
  - Online Waiver Request

Appendix H

Change Log

02/08/18: Page 60 – Grade 5, 8, and 11 online assessment window date corrected to read: April 9–May 4

04/05/18: Page 31 – "NOTE about Chromebooks" added to explain that quotation marks and apostrophes do not work if the keyboard is set to US International Keyboard, and explains how to select US Keyboard. "NOTE about iPads" added to explain message received when opening INSIGHT in iPads.

04/05/18: Page 58 Added "Ensuring Test Directions are read for each test administered" to clarify requirements for administering multiple grade and/or content area tests during one test session.

M-STEP Test Administration Manual (TAM)

Office of Educational Assessment and Accountability (OEAA)
Phone: 1-877-560-8378
Website: www.michigan.gov/mstep
Email: mde-oeaa@michigan.gov