

# M-STEP Administration Updates

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# Objectives

- ❑ What's new in 2023
- ❑ Systems Used in M-STEP
  - OEAA Secure Site
  - DRC INSIGHT Portal
- ❑ Preparing Staff & Students for M-STEP
- ❑ Common Problems and What to do

# What's New

# TAM APPENDIX UPDATES

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\*indicates new  
appendix

- ❑ Administration Policy appendices:
  - Calculator
  - Scratch Paper
  - Electronic Device\*
- ❑ Active Monitoring Best Practices\*
- ❑ Incident Reporting Guide
- ❑ How to Complete an Incident Report\*
- ❑ Tests Requiring Headphones\*
- ❑ DRC Test Monitoring Application\*

## TAM APPENDIX UPDATES CONTINUED

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\*indicates new  
appendix

- ❑ List of Important Dates
- ❑ DRC INSIGHT Portal User Guide
- ❑ Checklists – Before, During, and After Testing for Assessment Coordinators
- ❑ Test Administrator Test Session Checklist\*
- ❑ Assessment Integrity and Security for Test Administrators\*

# APPENDIX C: ELECTRONIC DEVICE POLICY

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## Electronic Device Policy

- ❑ Students are not permitted to access non-testing electronic devices
  - Must be powered off and stored away from work area
  - Testing device cannot be accessed for any purpose other than testing during the test session
  - No websites, applications, during test administration
- ❑ Staff must remain focused on active test monitoring throughout administration
  - Cell phones may only be used to alert other staff of any issues that arise (emergency use only)
  - Wearable technology is discouraged; if worn, then must be set to airplane mode
  - Test content may never be recorded or photographed
  - Do not check email or engage in other work during testing

# APPENDIX D: ACTIVE MONITORING BEST PRACTICES

Includes administration practices that are:

- Required
- Best Practice
- Acceptable Practice
- Prohibited Practice

Provides clarification about what is allowed/prohibited during administration

## REQUIRED TEST ADMINISTRATOR PRACTICES RESPONSIBLE FOR STUDENT MONITORING:

- Testing staff move unobtrusively through the room during testing.
- Monitor student behavior closely for adherence to proper test-taking practices.
- Full attention should always remain on students testing.
- Ensure that students testing online do not access unauthorized computer applications, including the use of the internet, during the test.
- Ensure that there are no distractions during the test administration period (i.e., talking, noises, other distractions among students, viewing of another student's computer screen or answer document).
- Ensure that students who are required to use supports and accommodations on the tests are receiving them.
- Make sure that students remain at their designated testing device and location. If students step away from their test at any time:
  - Online testing: test must be paused
  - Paper/pencil testing: student answer document is placed inside the test booklet, and the test booklet is closed and collected by Test Administrator.
- Pay special attention to the possible use of cell phone cameras or other devices to take screen images.
- Testing staff ensure that students remain focused on testing.
- At no time should students be left in the testing room without adult supervision.
- Testing rooms should be set up in such a way that minimizes potential for cheating or

## AVOID DISTRACTING BEHAVIORS:

- Conversations with other staff
- Reading books or newspapers
- Eating
- Working on computer or phone
- Grading papers
- Engaging in any other activity not related to test administration

## BEST PRACTICES

- Student and staff electronic devices are turned off and stored outside of the testing room
- Before testing begins, remind students that all electronic devices must be turned off and stored outside of the testing room; specifically remind students that "electronic devices" include cell phones, smartwatches, Bluetooth headphones with connectivity to other devices not used for testing or the internet (or any headphones not used for testing).
- Test Administrator uses portable device (i.e., an iPad or laptop) to monitor student testing progress on the Test Monitoring Application while Proctor(s) move unobtrusively throughout the testing room to monitor student progress.
- After testing, students read a hard copy of non-academic reading material or sit quietly without disrupting any students who are testing.

## ACCEPTABLE PRACTICES

- Student and staff electronic devices are turned off, collected, and stored away from the work area
- Before testing begins, remind students that all electronic devices, including cell phones,

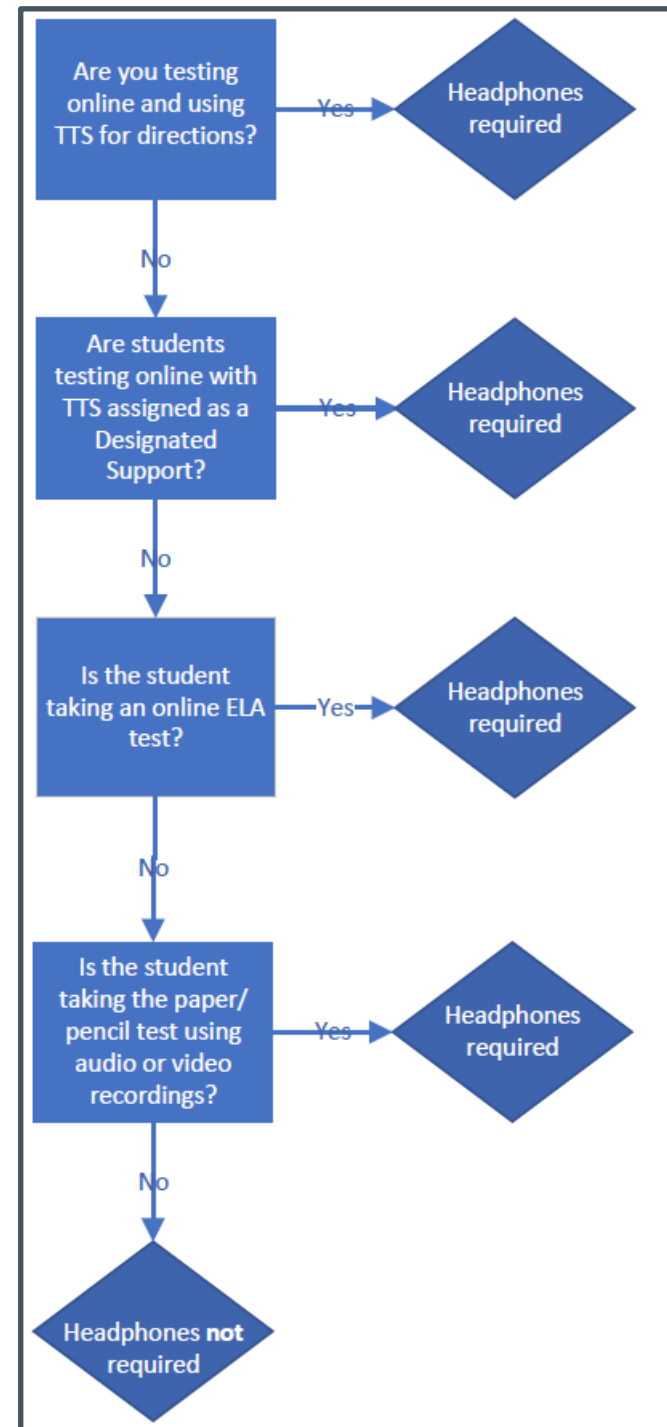
# Appendix F: How to Complete an Incident report

- ❑ For the four most common IR types:
  - Test Not Completed
  - Prohibited Behavior
  - Accommodation/Designated Support issue
  - Technical Problems with online testing
- ❑ Provides detailed information about what to include in report
- ❑ Also provides links to Parent Notification forms for each regeneration request type



# Appendix G: Tests Requiring Headphones

Provides clarification regarding which tests require headphones



# Appendix H: DRC Test Monitoring Application

- Based on feedback from last year, this appendix provides detailed information regarding how to set up and use the Test Monitoring Application
- Includes screenshots showing how to set up the TMA in the DRC INSIGHT Portal as well as student view

# APPENDIX M: TEST ADMINISTRATOR CHECKLIST

- Initially created by Godwin Heights Public Schools
- Optional tool for Test Administrators to use during test administration
- Helps verify that electronic devices, Supports and Accommodations, secure material handling are handled according to required policies

## M-STEP Test Session Checklist for Test Administrators

Test Session: \_\_\_\_\_

Test Administrator: \_\_\_\_\_

Location: \_\_\_\_\_ Grade/Content Area: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

- ☐ Test Administrator and Proctor(s) had cell phones turned off; wearable technology is discouraged, however, if worn was set on airplane mode. (View the Electronic Device Policy in the [Test Administrator's Directions and Manual documents](#).)
- ☐ Test Administrator and Proctor(s) ensured students did not have access to any personal electronic device not used for testing. (Medically necessary electronic devices must be left with the Test Administrator; if this is not possible, then the test must be administered in a one to one administration.)
- ☐ Test Administrator was aware of all student supports and accommodations before testing, and verified students had access to materials and/or embedded supports during testing.
- ☐ Test Administrator read the Test Directions exactly as they appear in the appropriate grade Online or Paper/Pencil Test Administrator's Directions and Manual.
- ☐ Test Administrator and Proctor(s) passed out test tickets and **immediately collected when students began testing**. (Reminder: test tickets are secure materials and must be handled securely.)
- ☐ Test Administrator and Proctor(s) distributed scratch and/or graph paper in accordance with school or district policy. Each piece of paper was collected as students finished and returned to Building Coordinator. (Reminder: used scratch and graph paper are secure materials and must be handled securely.)
- ☐ Test Administrator and Proctor(s) focused on student testing throughout the test session and:
  - Moved unobtrusively through the room during testing
  - Monitored student behavior closely
  - Ensured students did not access unauthorized computer applications or materials
  - Ensured no distractions occurred
  - Monitored students to ensure no electronic devices were accessed or used
- ☐ Test Administrator and/or Proctor(s) immediately reported any testing irregularities to appropriate staff.
- ☐ OPTIONAL: Test Administrator and/or Proctor(s) sorted Test Tickets into complete, need to finish, and absent for easy identification when returned.
- ☐ Test Administrator or Proctor returned all items to appropriate staff at the end of the test session. (Test tickets, Test Roster, scratch paper, Test Booklets, Answer Documents, Accommodated forms of the test, Test Directions Manual)

Test Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Proctor(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adapted from document initially created by Godwin Heights Public Schools (2022)

# Appendix N: Assessment Integrity and Security for Test Administrators

- Test Administrators can read this appendix in place of completing the Michigan Virtual modules to meet test security training requirements
- Available in each Test Administrator's Directions and Manual Documents – for each grade and test mode

# Assessment Security Training

- ❑ Test Administrators can either:
  - Read the new Assessment Security for Test Administrators document – which is available as an appendix in all Test Administrator’s Directions and Manual Documents, the M-STEP Test Administration Manual, and the Assessment Integrity Guide (AIG)
  - Complete the MDE Assessment Security course through Michigan Virtual
- ❑ District and Building Coordinators must complete the full course and read the AIG.
- ❑ MDE Assessment Security online course **refresher is not available** in Spring 2023 because the course has had significant updates.

# TTS Directions Updates

- ❑ Audio Check screen will have a skip option on tests that are not ELA and do not have TTS assigned.
- ❑ Students using TTS Directions will not be able to advance the screen until all directions have been read.
  - For students assigned TTS as a DS: Once students select “Play” for TTS Directions, the “Next” button will not be active until all directions on the screen have been read.
  - For students without TTS assigned as DS: does not require all directions to be read.

# Online Administration of More than One Test in a Test Session

- ❑ Sometimes it is necessary to administer more than one test in a single test session, such as:
  - Large group administrations
  - Make up sessions

If initial online test administration is done in a test session with more than one test being administered, TTS for Directions only is **required**.

# Recorded Versions of the Test: Flash Drives

- All audio and video recordings are now on flash drives
- Listening recordings used with paper/pencil English language arts tests
- Designated Supports for paper/pencil tests
  - Audio recordings
  - Video recordings



# Social Studies Time Estimate

- Testing time estimate for grade 11 social studies has increased from 30 minutes to 45 minutes

# Requesting the Multiplication Table Accommodation

- ❑ Completed through the OEAA Secure Site
- ❑ Select the **Assessment Registration** menu, then **Material Orders**, then **M-STEP Multiplication Accommodation Requests**

## M-STEP Multiplication Table Accommodation Request Details

By submitting this request, you acknowledge that your IEP and 504 teams reviewed the [Multiplication Table Guidance](#) for each individual student and made an informed decision to use the Multiplication Table based on the responses.

### Download the M-STEP Multiplication Table Accommodation

DOWNLOAD ACCOMMODATION: [Spring 2023 M-STEP Multiplication Table Accommodation.pdf](#)

### M-STEP Multiplication Table Accommodation Request Details

\* Indicates required fields

Request Id	Submitted Date and Time	Last Modified By	Last Modified Date and Time
123	3/4/2023 8:02 AM	Lastname, Firstname	3/4/2023 8:02 AM
Requester Name	Requester Phone	Requester Email	
Lastname, Firstname	555-555-5555	example@example.com	
Test Cycle	* ISD	* District	* School
Spring 2023 M-STEP	ISDName (ISD)	DistrictName (DistrictCode)	Name (BuildingCode)

Add or Remove Student(s)

\* Student(s) Included

STUDENT NAME	UIC	DATE OF BIRTH	PRE-ID GRADE	SE	LAST UPDATED FROM MSDS
LastName, FirstName	1234567890	11/13/2009	11	Yes	01/01/2022 08:09 AM
LastName, FirstName	2222222222	1/10/2009	11	No	01/01/2022 08:09 AM
LastName, FirstName	1111111111	11/13/2012	11	No	N/A (student is homeschooled)

Submit

Back

# Test Schedules

# Test Schedules

- Test Schedules are required and must be maintained for three years.
- Requirements for what must be included in test schedules are listed in the Assessment Integrity Guide

# Test Session Time Estimates: Grades 3-7

Spring 2023 Estimated Test Session Timings Grades 3–7					
Content Area	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7
ELA Computer Adaptive	2:00	2:00	2:00	2:00	2:00
Mathematics Computer Adaptive	1:30	1:30	1:30	2:00	2:00
Science	NA	NA	1:30	NA	NA
Social Studies	NA	NA	0:60	NA	NA
Estimated Total Hours	3:30	3:30	6:00	4:00	4:00

**Note:** Times are in **hours:minutes**. Example, **1:30** equals **1 hour 30 minutes**.

# Test Session Time Estimates: Grade 8

## Spring 2023 Estimated Test Session Timings Grade 8

Content Area	Grade 8
PSAT 8/9 (ELA and Mathematics)	2:35
M-STEP Science	1:30
M-STEP Social Studies	:60
Estimated Total Hours	5:05

# Test Session Time Estimates: Grade 11

## Spring 2023 M-STEP Test Session Timings

Content Area	Grade 11
Science	1:30
Social Studies	:45
Estimated Total Hours	2:45


# Systems used for M-STEP Administration



# TWO SYSTEMS

## OEAA Secure Site

## DRC INSIGHT Portal

**Secure Site**  
Michigan Department of Education

HomeAdminSecurityAssessment RegistrationStudent AssessmentsReportsAccountabilityReview RequestsHelp

### Secure Site


The Home/Announcement page contains information and deadlines relevant to the OEAA Secure Site functions.

When on a page, if you need help, go to the Help menu and select Page Instructions, Video Tutorial, or Secure Site Training. There may be some pages that have not been updated yet with instruction or a video.

You can also receive help with the Secure Site by emailing [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) or calling 877-560-8378 and select option 3.


#### Secure Site Documentation and Support

Detailed instructions, videos, and information for Secure Site functions can be found on the [Secure Site Training](#) page.

**Secure Site Training**

#### Email Communications from the Secure Site


Email confirmations and status updates from the Secure Site go to the email address on your [MEIS](#) account. Have you checked it lately to ensure you are receiving needed information from the Secure Site?




#### Federally Protected Student Data

Because the Secure Site provides access to federally protected student data, it is imperative that all users understand the sensitive and confidential nature of the data accessible on the Secure Site and affirm compliance with all [Family Educational Rights and Privacy Act \(FERPA\)](#) regulations. Sharing a login and password for the Secure Site is a violation of FERPA and user's access can be revoked if shared.


#### Announcements

 **New! Student Scores History File for WIDA Scores**

**NEW!** Enrolled [Students Score History](#) file now available for Spring 2022 WIDA. District/schools can now access a file with WIDA ACCESS and WIDA Alternate ACCESS for ELLs scores for newly enrolled students once the school becomes the primary education providing entity (PEPE) in the Michigan Student Data System (MSDS). This new download file is meant to assist district and schools in obtaining new student score and eliminate the need to look up scores one student at a time.


 **Winter Early Literacy and Mathematics Pre-ID**


Students that tested in the fall Early Literacy and Mathematics Benchmark Assessments will be pre-identified by OEAA to the Winter Early Literacy and Mathematics Benchmark Assessment on November 14, 2022. Students can be put into online sessions through December 5, 2022.


MICHIGAN ONLINE ASSESSMENTSMY APPLICATIONS


### DRC Insight Portal


Welcome! What would you like to do today?


View Students & Add Accommodations


Add/Edit/View Test Sessions


View Documentation & Training Material


Test Monitoring Application

Student Status Dashboard

Install and Configure Testing Software

Central Office Services

Test Tutorials

Online Testing Statistics

# OEAA Secure Site

# OEAA Secure Site: OEAA Application

- Before Testing

- **Pre-identify** students for state assessments
- Print **barcode labels** for paper answer documents
- Order paper/pencil assessment **materials**
- Group students into **online sessions**

- During Testing

- **Off-site Test Administration** Requests
- **Multiplication Table Accommodation** Requests
- **Incident Reporting**

- After Testing

- **Accountable Students and Test Verification** process
- Student **test scores, downloadable data file** and **reports**

# OEAA Secure Site

How do I get access to the OEAA Secure Site?

- Log into the OEAA Secure Site with your MEIS login and password and complete the Request Access page
- Instructions can be found at [www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining) using the “How do I get access to Secure Site?” link

# Secure Site Training

- ❑ Secure Site Training page:  
[www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining)
- ❑ Questions: mde-oeaa@michigan.gov

# DRC INSIGHT Portal

# DRC INSIGHT Portal: DRC Application

## System used to manage online testing for M-STEP

- Online **test sessions**
- Assigning online **Designated Supports and Accommodations**
- Printing/managing **test tickets**
- Monitoring student **testing status**

# Accessing the DRC INSIGHT Portal

## Granted through the OEAA Secure Site

- District, nonpublic school, and public-school administrators **need** access
- Test Administrators **do not need** secure login to access tutorials, manuals, or other documents



# Accessing the DRC INSIGHT Portal

Who Needs Access?	Required or Optional	Secure Site Role
Technology Coordinators	Required	<ul style="list-style-type: none"><li>• District Online Technology-AMS &amp; INSIGHT Portal</li><li>• Public School Online Tech-AMS &amp; INSIGHT Portal</li><li>• Nonpublic School Online Tech-AMS &amp; INSIGHT Portal</li></ul>
District or Building Assessment Coordinators	Required	<ul style="list-style-type: none"><li>• District Online Test Admin-AMS &amp; INSIGHT Portal</li><li>• Public School Online Test Admin-AMS &amp; INSIGHT Portal</li><li>• Nonpublic School Admin-AMS &amp; INSIGHT Portal</li></ul>
Test Administrators	Optional; Required if using TMA	<ul style="list-style-type: none"><li>• Public School Online Test Administrator</li><li>• Nonpublic School Online Test Administrator</li></ul>

# DRC INSIGHT Portal

Available for online test administration tasks March 3, 2023

- Students who were pre-identified and put into online test sessions in the OEAA Secure Site by February 20 will be copied into the DRC INSIGHT Portal test sessions.
- Students can continue to be pre-identified in the OEAA Secure Site and will be copied into the DRC INSIGHT Portal three times a day.
- Students pre-identified after February 20<sup>th</sup> will need to be added to test sessions directly in the DRC INSIGHT Portal.

# Identifying Users in the DRC INSIGHT Portal

Technology Coordinators, District Coordinators, and Building Coordinators need to have access to the DRC INSIGHT Portal.

- Test Administrators do not need access to view student tutorials, mini-modules, and the TAM
- If Test Administrators are using the Test Monitoring Application, they will need secure access

# DRC Test Monitoring Application

- ❑ Allows users to monitor student testing activity during the test session
- ❑ Test Administrators can view students who logged in to a test and who registered to the Test Monitoring Dashboard.
- ❑ Displays student testing status, including the question the student is working on and testing status.

# CONFIGURE A TEST SESSION TO USE THE TEST MONITORING APPLICATION

1. Navigate to Manage Test Sessions
  1. Log in to DRC INSIGHT Portal
  2. Select Test Management
  3. Select Manage Test Sessions
  4. Select Show Sessions
2. On this screen, shown here, choose None, Optional, or Required in the Test Monitoring field
3. Choose True or False for Restricted Access

**Eligible Grades:**

When Test Monitoring selection is Required, ensure the Test Administrator has the Test Monitoring - Access permission so that they can provide the Monitoring Code to the students in this Test Session

[Instructions](#)

\* Indicates required fields

Session Name  \* Content Area  \* Eligible Grade  \* Assessment  \*

Mode  \* Begin Date  End Date

Test Monitoring  \* Restricted Access  \*

Search for Available Students

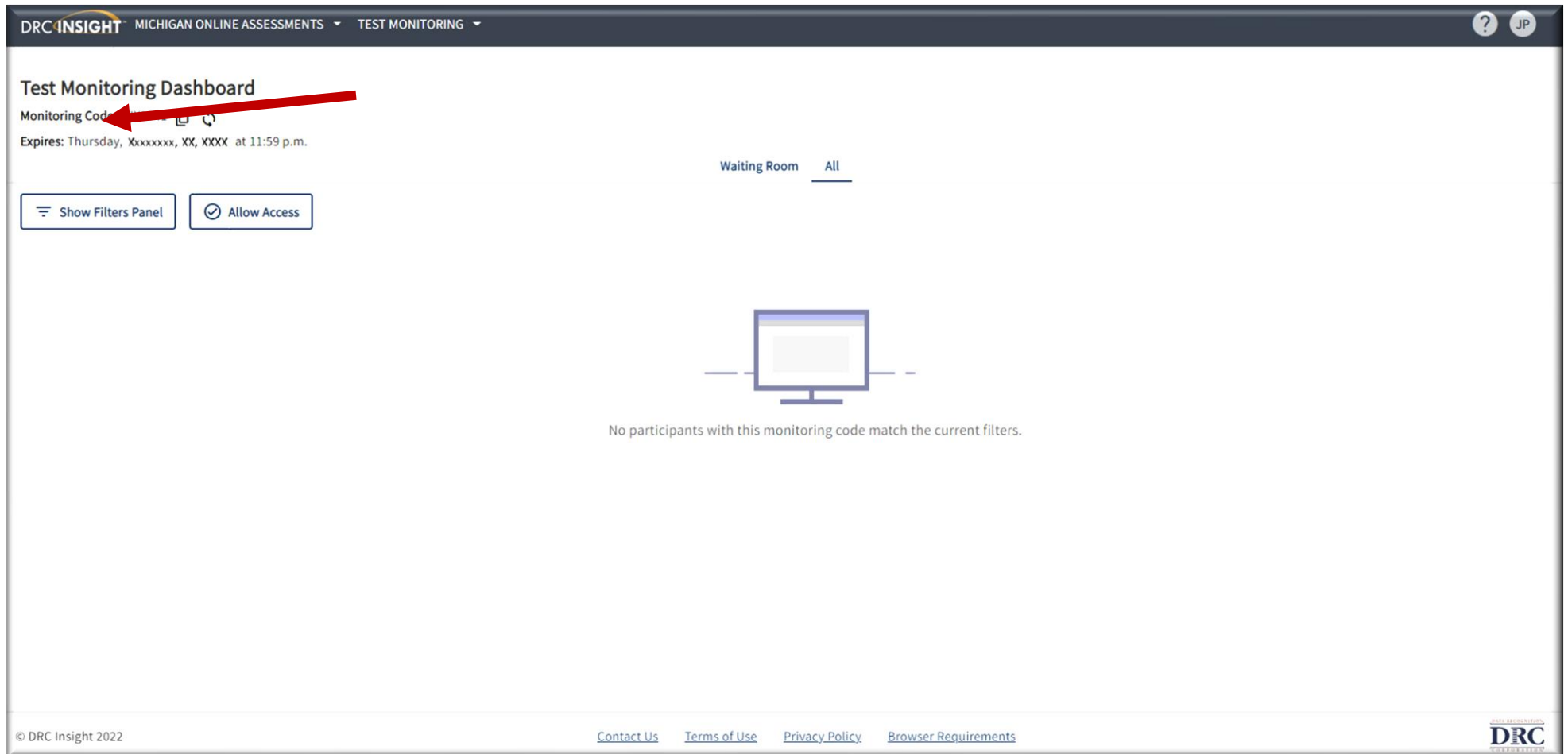
Student Last Name  Student First Name  State Student ID (UIC)  Grade

Demographic  Universal Tools - Designated Supports - Accommodations

Available Students:  Students in Session:

# Test Monitoring Dashboard

- ❑ When a Test Administrator is using the Test Monitoring Dashboard, students must be provided the Monitoring Code, marked here.



## STUDENT VIEW: MONITORING CODE

- This is what the Welcome screen looks like for the student when the test session is set up for Test Monitoring to be optional.
- If none had been selected, then the Monitoring Code field wouldn't be visible.
- If required had been selected, then the "Continue" button would not be active until a Monitoring Code was entered.

Welcome **Sample A Student!**

Before you begin testing, please confirm your profile information is correct:

Test Name: **Grade XX ELA**

Test Session: **ELA**

Your Date of Birth is: **XX-XX-XXXX**

Your State Student ID (UIC) is: **XXXXXXXXXX**

Your District Student ID is:

If the above information is correct, please select Continue.

If any of the above information is not correct, please raise your hand and notify your Assessment Administrator.

Enter Monitoring Code:

Save

Continue

Options

Exit

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## STUDENT VIEW: WAITING ROOM

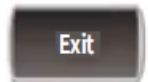
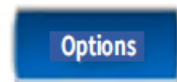
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If the Restricted Access menu is set to True, this is the screen the student sees after submitting the correct Monitoring Code.

They have to wait until the Test Administrator admits them to the test session in the DRC INSIGHT Portal.

### Waiting Room

Your Test Administrator has been notified that you would like to begin testing. Once you are approved, you will be allowed to proceed.



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# TEST ADMINISTRATOR VIEW: WAITING ROOM

This is the Test Administrator view of the Waiting Room.

You can see the red 1 next to the Waiting Room tab indicating there is a student waiting to test. The Test Administrator admits students from this screen.

DRC INSIGHT MICHIGAN ONLINE ASSESSMENTS TEST MONITORING

### Test Monitoring Dashboard

Monitoring Code MIX3941

Expires Thursday, Xxxxxxx, XX, XXXX at 11:59 p.m.

Waiting Room **1** All (1)

Show Filters Panel Allow Access

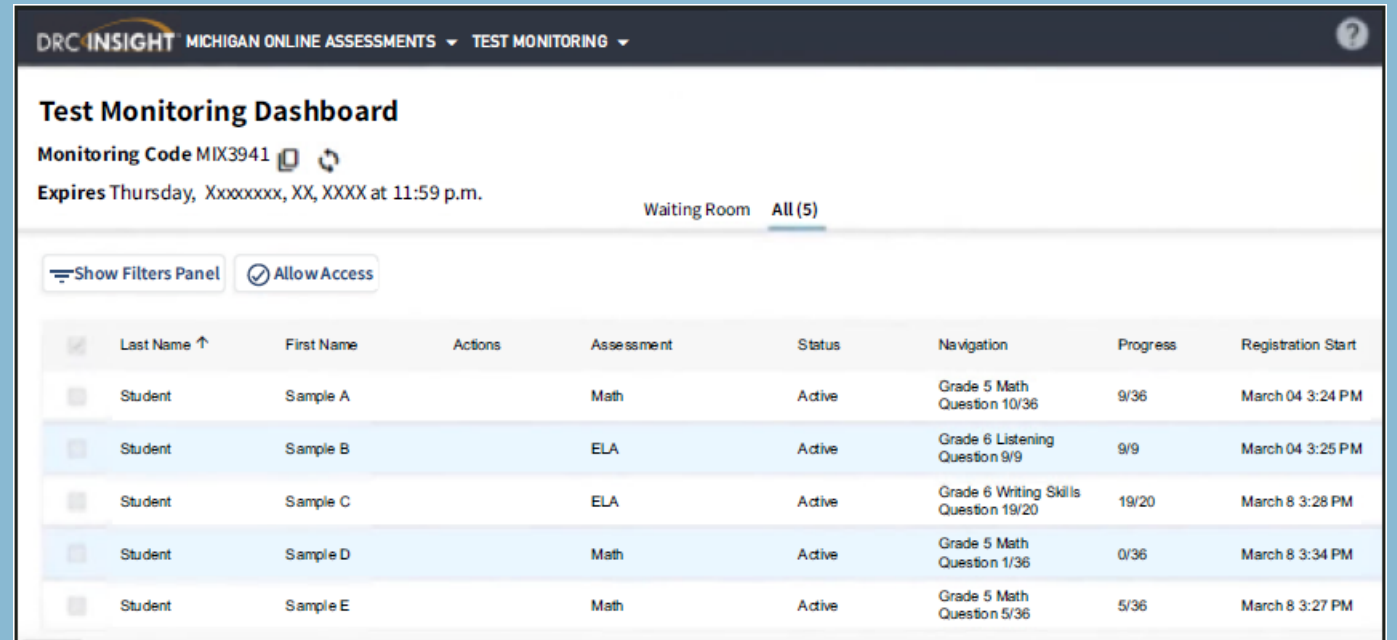
<input type="checkbox"/>	Last Name ↑	First Name	Actions	Assessment	Status	Navigation	Progress	Registration Start
<input type="checkbox"/>	Student	Sample A	✓	Grade 1 ELA	Waiting	Waiting	N/A	Nov 17 11:01 AM

# TEST MONITORING DASHBOARD

This shows the view of the Test Monitoring Dashboard.

Test Administrators can view student testing status:

- Active
- Waiting
- Inactive
- Paused
- Exited
- Completed



**DRC INSIGHT MICHIGAN ONLINE ASSESSMENTS TEST MONITORING**

**Test Monitoring Dashboard**

Monitoring Code MIX3941

Expires Thursday, XXXXXXXX, XX, XXXX at 11:59 p.m.

Waiting Room **All (5)**

Show Filters Panel Allow Access

<input checked="" type="checkbox"/>	Last Name ↑	First Name	Actions	Assessment	Status	Navigation	Progress	Registration Start
<input type="checkbox"/>	Student	Sample A		Math	Active	Grade 5 Math Question 10/36	9/36	March 04 3:24 PM
<input type="checkbox"/>	Student	Sample B		ELA	Active	Grade 6 Listening Question 9/9	9/9	March 04 3:25 PM
<input type="checkbox"/>	Student	Sample C		ELA	Active	Grade 6 Writing Skills Question 19/20	19/20	March 8 3:28 PM
<input type="checkbox"/>	Student	Sample D		Math	Active	Grade 5 Math Question 1/36	0/36	March 8 3:34 PM
<input type="checkbox"/>	Student	Sample E		Math	Active	Grade 5 Math Question 5/36	5/36	March 8 3:27 PM

# Preparing Staff and Students for Testing

# Preparing Staff: Required Training

## ▪ Test Administration

- Trained in all test administration policies and procedures
- Sign the OEAA Security Compliance Form
- Read the Test Administrator's Directions and Manual for the tests they will administer

## ▪ Assessment Security

- Complete the MDE Assessment Security Modules through Michigan Virtual
- Read the Assessment Security for Test Administrators documents

# Preparing Staff: What Test Administrators need to know

## □ Building-specific information

- Test session schedules
- Whether the building is using TTS for directions
- Scratch paper/materials needs for students (including materials needed for student Designated Supports or Accommodations)
- Building Electronic Device policy and procedures
- How to handle materials after testing – secure storage and return to Assessment Coordinator

# What Test Administrators need to know (cont)

## □ Materials needed

- Test schedule
- Test Administrator's Directions and Manual
- Designated Supports/Accommodations for students in the test session
- Devices, including headphones
- Test tickets/rosters
- Pencils, scratch paper, calculators/graph paper (if grade 6-7 mathematics)

# What Test Administrators need to know (cont)

## ❑ Test Policies

- Scratch Paper Policy
- Calculator Policy
- Electronic Device Policy

## ❑ How to prepare students for testing

- Tutorials
- Online Tools Training (OTT)

## ❑ How to get help with testing

- Technology Coordinator(s)
- Trouble-shooting issues (such as assisting student login)

# Resources for Training Staff

## □ Test Administrator Toolkit

- Training Checklist for Test Administrators to verify they have received all required training/know what they need to know
- Customizable PowerPoint template that can be modified with local information and used during training

## □ Training for Assessment Coordinators

- Series of 3 videos that provide information about before, during, and after testing
- DRC Training provides overview of online testing on February 28



# PREPARING STUDENTS

Student Tutorials  
are available in DRC  
INSIGHT Portal

OTTs can be  
accessed through  
the INSIGHT  
Testing Engine or  
by the link on the  
M-STEP web page  
using a Chrome  
browser



The screenshot shows the Michigan Department of Education's DRC INSIGHT Online Assessments Tutorials page. At the top is the Michigan Department of Education logo. Below it, there are four main sections, each with a logo and two links: "Online Tools Training" and "Test Sign In".

- M-Step** (Michigan Student Test of Educational Progress):
  - [Online Tools Training](#)
  - [Test Sign In](#)
- MI Access** (Michigan's Alternate Assessment Program):
  - [Online Tools Training](#)
  - [Test Sign In](#)
- BENCHMARK ASSESSMENTS** (Early Literacy & Mathematics):
  - [Online Tools Training](#)
  - [Test Sign In](#)
- Passage-Based Writing Field Test**:
  - [Online Tools Training](#)
  - [Test Sign In](#)

At the bottom left is a checkmark icon, and at the bottom right is an "Exit" button. The footer contains the text "DRC INSIGHT Online Assessments Tutorials" and "Copyright © 2019 Data Recognition Corporation."

# Preparing Students: Student Tutorials

## MDE recommendation:

- View tutorials with students
- Model use of OTTs
- Provide students opportunity to practice OTTs on the device the students will use during testing

The screenshot shows the DRC INSIGHT web application interface. At the top, there are tabs for 'General Information', 'Documents', and 'Test Tutorials', with 'Test Tutorials' being the active tab. Below the tabs, the page is titled 'Test Setup General Information'. There is a sub-tab for 'Test Tutorials' and a link for 'Instructions'. A table titled 'Michigan Online Assessment Student Tutorials' is displayed, with a red arrow pointing to the 'Action' column header. The table has two rows: one for 'Title' and one for 'Michigan Online Assessment Student Tutorials'.

The screenshot shows the Michigan Department of Education's 'Grade 5 Social Studies' training student interface. On the left, there is a sidebar with the Michigan Department of Education logo and a list of 'ONLINE TESTING VIDEO TUTORIALS' including 'Back to Main Page', 'Show Instructions', 'Play All', 'Welcome to the M-STEP Online Tutorial', 'Signing in to an Online Tools Practice Training Session', 'Signing in to an Online Test', 'Pausing, Exiting, and Ending the Test', 'Testing Basics', 'Basic Tools and Navigation', 'Protractor', 'Basic Calculator', and 'Scientific Calculator'. The main content area is titled 'Grade 5 Social Studies' and 'Question 2'. It contains a box with the text 'A Famous American' and a list of bullet points: 'led troops during the French and Indian War', 'was a delegate to the First and Second Continental Congresses', 'became the leader of the Continental Army during the American Revolution', and 'served as President of the United States'. Below this, the question asks 'Which famous American does this information describe?' and provides four radio button options: 'John Hancock', 'Thomas Paine', 'Thomas Jefferson', and 'George Washington'. At the bottom, there are buttons for 'Review/End Test', 'Pause', and 'Flag', along with 'Back' and 'Next' navigation buttons. A progress bar at the very bottom shows '0:39 / 0:54' and a volume icon.

# Common Problems and What to Do

Common Problems  
Incident Reports

# INCIDENT REPORTING

Use the new appendix in the Test Administration Manual for the four most common incident reports:

- Test Not Completed
- Prohibited Behavior
- Accommodation/Designated Support Issues
- Technical Problems with online testing

To ensure a timely resolution to any testing irregularity, it is important that the submitted incident report contains all of the pertinent information for MDE review. This document provides guidance regarding what information is necessary for the most commonly reported testing irregularities.

Information about how to use the Incident Reporting Tool in the OEAA Secure Site is available in the [Incident Reporting](#) document on the [Secure Site Training](#) page ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)).

Incident Category/ Subcategory	Required Information
Test Not Completed	<ul style="list-style-type: none"> <li>• Unlock requests: if a student answers 5 questions or fewer, contact the Call Center at 1-877-560-8378 and select Option #2 for immediate assistance.</li> <li>• If a student has not provided a response to every item on the test (fixed-form) but has answered more than 5 items, submit an incident report and the test can be unlocked. Describe the incident and clarify in your request that you are requesting an unlock.</li> <li>• CAT tests cannot be accidentally submitted and cannot be unlocked.</li> <li>• Completed tests cannot be unlocked per MDE policy; if the test shows the student has provided a response for each item it will not be unlocked.</li> </ul>
Prohibited Behavior	<ul style="list-style-type: none"> <li>• What happened? <ul style="list-style-type: none"> <li>– If electronic devices are involved: <ul style="list-style-type: none"> <li>» include your electronic device policy for testing (What is the school/district requirement regarding storage of electronic devices while testing?)</li> <li>» is it possible test content was recorded (audio, visual) creating a security risk?</li> </ul> </li> </ul> </li> <li>• Who was involved? <ul style="list-style-type: none"> <li>– Student(s) who engaged in prohibited behavior must be added to the "Students involved" section</li> </ul> </li> <li>• Which staff observed and reported the incident? <ul style="list-style-type: none"> <li>– Staff should provide a signed statement that describes what they observed, who was involved, and any potential impacts to security of the test. Other relevant information should be included</li> <li>– Always attach signed OEAA Security Compliance Forms for any person providing a signed statement.</li> </ul> </li> <li>• How the incident was addressed at the time of occurrence.</li> </ul>
Accommodation/Designated Support issue	<ul style="list-style-type: none"> <li>• Describe the incident and steps taken to address the incident</li> <li>• If regeneration is requested, attach the applicable Parent Notification Form</li> </ul>
Technical Problems with online Testing	<p>Before submitting an incident report for this category, the Assessment Coordinator should:</p> <ul style="list-style-type: none"> <li>• work with local Technology Coordinator to attempt to resolve the issue</li> <li>• if the Technology Coordinator cannot resolve the issue, then call DRC Customer Support (1-800-560-8378 and select option 2)</li> <li>• if DRC and the Technology Coordinator are unable to resolve the issue, then submit the incident report.</li> </ul> <p>Include the DRC issue number in the report and a detailed description of the issue.</p>

# REGENERATION REQUESTS

The appendix also includes links to the required Parent Notification Forms for each regeneration request type

Regeneration Request Reason	Requirements/Documentation
Required Accommodation not provided	<ul style="list-style-type: none"><li>• <a href="#">Parent Notification Form</a></li><li>• relevant IEP or Section 504 Plan indicating the Accommodation for the content area test</li></ul>
Required Designated Support not provided	<ul style="list-style-type: none"><li>• <a href="#">Parent Notification Form</a></li><li>• documentation from the teacher responsible for day-to-day instruction in the content area affirming the student uses the support during instruction</li></ul>
Student submits after fewer than 15 minutes in the test*	<ul style="list-style-type: none"><li>• <a href="#">Parent Notification Form</a></li><li>• (no additional documentation is necessary; MDE staff can verify time spent in test)</li></ul>
Student becomes ill*	<ul style="list-style-type: none"><li>• <a href="#">Parent Notification Form</a></li><li>• evidence that the student went home sick on the day of testing: attendance records, sign out forms, etc</li></ul>
Student completes test without prescribed medication*	<ul style="list-style-type: none"><li>• <a href="#">Parent Notification Form</a></li><li>• signed document from person responsible for administering the medication that medication was not administered on the day of the test. This could be parent or school staff.</li></ul>

\*Must be submitted by 11:59 PM on day of occurrence

# Common Problems

## ❑ Online Session Locked

- If 5 or fewer questions have been answered, contact the Call Center at 1-877-560-8378 and select Option 2
- If more than 5 questions have been answered, an Incident Report is required

## ❑ Student becomes ill/parents remove student during test

- Online: Pause and Exit; then resume with the original test ticket in a makeup session
- Paper/Pencil: Collect materials and flag last question answered, resume during a makeup session

# Common Problems

Chromebook testers – 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 outside of the text box and press CTRL-SHIFT-SPACE BAR to select US Keyboard

Technology Coordinators can resolve this issue before testing by changing all keyboards to US Keyboard using the Google Admin Console

- View the Tech Bulletin: Keyboard Settings and Tips for Chrome OS and iPad OS Devices so Characters Display Correctly on the DRC INSIGHT Portal



# Common Problems

- ❑ INSIGHT disconnections or other technical error
  - Contact your local tech support first
  - If tech support cannot resolve the problem, the Technology Coordinator should contact DRC Customer Support and the M-STEP Coordinator submits an Incident Report

**Do not direct students to continue testing if there are problems with technology. MDE cannot unlock or regenerate a test due to an unaddressed or unresolved technology issue after a test has been submitted.**



# Incident Reporting

- Report any testing irregularity within two school days
- Test administered without a required Designated Support or Accommodation:
  - If a **Designated Support**: must submit signed form from parent indicating the reason for the retest and parent permission to retest **and** signed form from educator responsible for day-to-day instruction in the content area affirming the student uses the assigned designated support as a part of daily instruction
  - If an **Accommodation**: must submit signed form from parent indicating the reason for the retest and parent permission to retest **and** appropriate page(s) from IEP and/or Section 504 plan that indicates the required accommodation for the content-area test

# Incident Reporting

- ❑ In three instances:

1. Student becomes ill and goes home on test day
2. Student spends less than 15 minutes (total) in test
3. Student does not take prescribed medication on day of test

- ❑ If an incident report is submitted by 11:59 PM on the day the incident occurred, then the test can be regenerated. This will require:

- Documentation of parent permission
- Documentation of verification of incident



Questions?



# STAY INFORMED

To stay up-to-date on all assessment-related issues, sign up to receive weekly Spotlight newsletter, at

[www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)

You'll find:

calendar reminders  
assessment task reminders  
administration updates  
report information  
much more

# Spotlight

on Student Assessment and Accountability

## What's New

Week of February 2, 2023

- College Entrance Exam Awarded Contract
- WIDA Incident Reports
- Screening Potential English Learners During the WIDA ACCESS Testing Window
- WIDA Additional School/District Labels
- Available Now: Spring 2023 Michigan Merit Exam/PSAT in High School and Grade 8 Test Administration Training – Part II
- Register Now: DRC District/Building Coordinator Online Test Administration Training Webinars
- Assessment Training: Important Dates

## Reminders

- Final Week to Register for the 2023 Michigan School Testing Conference
- Ask OEAA Live Event: Pre-Identification of Students and Initial Material Orders
- Writing Skills Field Test; Preparation for Passage-based Writing



## Writing Skills Field Test

Preparation for Passage-based Writing

The Michigan Department of Education (MDE) is still looking for schools to participate in an M-STEP online Passage-based Writing Field Test through February 10, 2023.

Last Chance to Participate, see Page 7

## College Entrance Exam Contract Awarded

A contract has been awarded to the College Board and their SAT Suite of Assessments for testing in grades 8, 9, and 10, and in grade 11 for the College Entrance Exam portion of the Michigan Merit Exam (MME). This contract allows the College Board to continue its current efforts and will be in place for the Spring 2024 summative testing window, which includes the following:

- **Grade 11 (and eligible 12th graders) - SAT with Essay**  
This assessment will provide test scores that count towards grade 11 English language arts (ELA) and mathematics accountability metrics.
- **Grade 10 – PSAT 10**
- **Grade 9 – PSAT 8/9 for grade 9**
- **Grade 8 – PSAT 8/9 for grade 8**  
This assessment will provide test scores that count towards grade 8 ELA and mathematics accountability metrics.

This new contract does not impact the Spring 2023 testing, which will begin on April 12, 2023. Important information regarding Spring 2023 is on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and the [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)). This information includes:

- lists of important dates
- test administration manuals
- training presentations and recordings
- much more

(Continued on next page)

► Sign up for Spotlight ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) and/or access previous editions | Call Center: 877-560-8378

[Assessment Training](#) / [CB Corner](#) / [ACT WorkKeys](#) / [Important Dates](#) / [Contacts](#)

A photograph of several students in a classroom or computer lab, sitting at desks and looking at computer monitors. The image is slightly blurred, with a focus on the students in the foreground. A semi-transparent blue overlay covers the right side of the image, where the text is located.

THANK YOU.

For more information about this presentation:

**Office of Assessment and Accountability**

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

Phone: 877-560-8378