

Guide to State Assessments

→ OVERVIEW

Welcome to a new school year! The Michigan Department of Education (MDE) Office of Educational Assessment and Accountability (OEAA) is preparing for the 2022-23 administrations of the Michigan Student Test of Educational Progress (M-STEP), the Michigan Merit Exam (MME), PSAT assessments, MI-Access alternate assessments, WIDA assessments for English learners, and Early Literacy and Mathematics Benchmark assessments.

Last year OEAA rolled out new MI-Access science assessments. The updated MI-Access science assessments are based on the Alternate Content Expectations for Science and are no longer aligned to the old Extended Benchmarks. These Alternate Content Expectations can be found here:

[Michigan's Alternate Content Expectations for Social Studies and Science](#). The rollout included transitioning tested grades for the MI-Access science assessments to grades 5, 8, and 11 – the same grades assessed in M-STEP. For Spring 2023, the overall assessment system will remain stable with only minor changes.

As Michigan's students continue to make progress during our recovery from the pandemic, we will continue to provide valid and reliable data that schools and districts can use for program improvements. Our primary concern continues to be the health and safety of students, staff, and families around the state. Please do not hesitate to reach out to our office at mde-oeaa@michigan.gov if you have questions.

For the most up-to-date assessment and accountability news, subscribe to the weekly newsletter [Spotlight on Student Assessment and Accountability](#) (www.michigan.gov/mde-spotlight). Spotlight provides timely information on assessment and accountability topics throughout the school year.

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→ SPRING 2023 SUMMATIVE ASSESSMENTS

Changes planned for Spring 2023 summative testing include the following:

- The estimated testing time for grade 11 M-STEP Social Studies has increased from 30 minutes to 45 minutes based on actual student experience.
- M-STEP and MI-Access CDs and DVDs available for paper/pencil testers are being transitioned to flash drives. This affects the ELA listening scripts on CDs, audio CDs used as one type of read-aloud accommodation or designated support, and video DVDs which provide support for English learners.

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- The Kindergarten W-APT was discontinued at the end of the 2021-22 school year. Educators should now be using the WIDA Screener for Kindergarten. More information about training requirements to administer this new assessment can be found in the Michigan Guide to the WIDA Screener located on the [WIDA web page](#) at www.michigan.gov/wida.
- The WIDA Alternate ACCESS for ELLs field test window will be open February 14, 2023 – April 7, 2023. This assessment is intended for ELs who also have or function as if they have significant cognitive disabilities. More information about the field test can be found in the 2023 WIDA Alternate ACCESS for ELLs document also located on the [WIDA web page](#) at www.michigan.gov/wida.
- The [Electronic Device Use Policy](#) has been updated and applies to all assessments covered in this document. The updated policy is located on each assessment web page as well as on the [Assessment Integrity and Security web page](#).

M-STEP summative tests for grades 3–7 include:

- English Language Arts (grades 3–7): computer-adaptive test (CAT) with Passage-based Writing prompt (essay) at every grade
- Mathematics (grades 3–7): computer-adaptive test (CAT)
- Science (grade 5): fixed-form online assessment
- Social Studies (grade 5): fixed-form online assessment

Michigan grade 8 testing includes:

- PSAT 8/9 for grade 8: paper/pencil assessment. This test provides the ELA and mathematics scores for accountability in grade 8.
- M-STEP Science and Social Studies fixed-form online assessments

PSAT in grades 9 and 10 includes:

- PSAT 8/9 for grade 9: paper/pencil assessment
- PSAT 10 for grade 10: paper/pencil assessment

Assessment results from the PSAT 8/9 for grade 9 and the PSAT 10 are not part of Michigan's accountability system.

MME in grade 11 includes:

- SAT with Essay: paper/pencil assessment. This test provides the ELA and mathematics scores for accountability in grade 11.
- ACT WorkKeys: paper/pencil assessment
- M-STEP Science: fixed-form online assessment
- M-STEP Social Studies: fixed-form online assessment

MI-Access Functional Independence (FI) in grades 3-8 and 11 includes:

- English Language Arts
 - » Expressing Ideas (grades 3–8 and 11): provided as a **paper/pencil assessment only** for **all** students
 - » Accessing Print and Using Language (grades 3–8 and 11): fixed-form online assessment
- Mathematics (grades 3–8 and 11): fixed-form online assessment
- Science (grades 5, 8, and 11): fixed-form online assessment
- Social Studies (grades 5, 8, and 11): fixed-form online assessment

MI-Access Supported Independence (SI) & Participation (P) in grades 3–8 and 11 includes:

- English Language Arts and Mathematics combined administrator booklets with student facing picture cards (grades 3, 4, 6, and 7): paper administrator booklet with online answer documents

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- English Language Arts, Mathematics, and Science combined administrator booklets with student facing picture cards (grades 5, 8, and 11); paper administrator booklet with online answer documents
- **Students taking the SI/P levels of MI-Access must be assessed with a locally determined social studies assessment.** Individualized Education Program (IEP) teams must determine which locally determined social studies test will be administered for students in grades 5, 8, and 11. Schools are required to provide information on the locally determined social studies test during the OEAA Secure Site Answer Documents Received and Students Not Tested window.

→ M-STEP TEST SESSION TIMING

Spring 2023 M-STEP tests are untimed and student-paced. Therefore, students **must** be given as much time as they need to complete each session or part of the test. The times listed on the following pages are **estimated** times and are provided for planning purposes. Some students will complete the test in less time than estimated, while others may require additional time. Be sure to plan for both contingencies.

Online tests will remain open and available for testing until the student ends or submits his or her test. This means that students will be able to pause and exit their test at the end of the test session and resume testing in another scheduled session during the testing window. A school can determine the appropriate amount of time for students to spend in a single test session.

For example, if the estimated time for a test session is 90 minutes, you may decide to schedule:

- one 2-hour session with a break
- two 60-minute sessions
- three 40-minute sessions
- one 60- and two 30-minute sessions

The net result for schools is the **freedom to schedule an appropriate amount of time for students to be in test sessions**. Students can exit the test without submitting, allowing them to finish the test in another scheduled session.

Online Test Sessions

When scheduling **online** test sessions, please keep in mind the following:

- Testing windows cannot be extended; therefore, schools should schedule sessions early enough in the testing window to ensure that all students can complete testing within the allowable testing window.
- Schools have flexibility to schedule test sessions any time normal instruction takes place during the school day (M-F 7 a.m. – 4 p.m.) within the test window.
- Not all students need to be administered the same assessment at the same time, nor on the same day.
- Headphones are required for the M-STEP ELA assessment and for all MI-Access FI test sessions.
- Estimated test session times do **not** include the following:
 - » traveling to and from the testing room
 - » distributing and collecting test tickets and scratch paper
 - » signing into the test session
 - » reviewing online test directions with students


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Paper/Pencil Test Days

- Schools assessing students with paper/pencil assessments must select an initial test date for each grade and content area and assess as many students as possible on the initial dates. Test parts should be scheduled early enough in the school day to allow students to complete the entire test within the school day. ELA Day 1 should be scheduled for a single day and ELA Day 2 should be scheduled on a different day.
- Estimated test session times do **not** include the following:
 - » traveling to and from the testing room
 - » distributing and collecting test materials - including test booklets and answer documents
 - » completing the answer document demographic page
 - » reviewing test directions with students

➔ TESTING IN GRADES 3 – 8

The following tables provide overall test session timing and information on online and paper/pencil assessments by grade and content area. For planning purposes, keep in mind that some students will need more time to test and some students will need less time than is estimated.



 Spring 2023 Estimated Test Session Timings Grades 3–7					
Subject	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	1:00	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**.



Spring 2023 Estimated Test Session Timings Grade 8	
Subject	Grade 8
PSAT 8/9 (ELA and Mathematics)	2:35
M-STEP Science	1:30
M-STEP Social Studies	1:00
Estimated Total Hours	5:05

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English Language Arts (ELA)



Grade	Online 	Paper/Pencil 
3 – 7	<ul style="list-style-type: none"> 4-week testing window (grade 3) 6-week testing window (grades 4, 5, 6, and 7) 1 session (1 test ticket) ◆ Computer Adaptive Test (CAT) – 2 hours Breaks can be provided during the test session using the software’s pause feature 	<ul style="list-style-type: none"> 4-week testing window • Day 1: Parts 1 and 2 – 1 hour Listening/Claim 3 Reading/Claim 1 • Day 2: Part 3 – 1 hour Writing/Claim 2 Research/Claim 4 Breaks can be provided at STOP signs in test booklet

Mathematics



Grade	Online 	Paper/Pencil 
3 – 5	<ul style="list-style-type: none"> 6-week testing window 1 session (1 test ticket) ◆ Computer Adaptive Test (CAT) – 1 hour, 30 minutes Calculators not permitted in grades 3 – 5 Breaks can be provided during test sessions using the software’s pause feature 	<ul style="list-style-type: none"> 4-week testing window ◆ Part 1 – 45 minutes ◆ Part 2 – 45 minutes Calculators not permitted in grades 3 – 5 Breaks can be provided at STOP signs in test booklet
6 – 7	<ul style="list-style-type: none"> 6-week testing window 1 session (1 test ticket) ◆ Computer Adaptive Test (CAT) – 2 hours Grade 6 – embedded basic calculator * Grade 7 – embedded scientific calculator * Breaks can be provided during test sessions using the software’s pause feature * on designated items 	<ul style="list-style-type: none"> 4-week testing window ◆ Part 1 – 1 hour (no calculator) ◆ Part 2 – 1 hour (with calculator) Grade 6 – basic calculator Grade 7 – scientific calculator Breaks can be provided at STOP signs in test booklet

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Science

Grade	Online 	Paper/Pencil 
5 and 8	<ul style="list-style-type: none"> 6-week testing window ◆ 1 session (1 test ticket) – 90 minutes Grade 5 – four-function calculator (optional) Grade 8 – scientific calculator (optional) Breaks can be provided during test sessions using the software’s pause feature 	<ul style="list-style-type: none"> 4-week testing window ◆ 1 Part – 90 minutes Grade 5 – four-function calculator (optional) Grade 8 – scientific calculator (optional) Breaks can be provided at STOP signs in test booklet.



Social Studies

Grade	Online 	Paper/Pencil 
5 and 8	<ul style="list-style-type: none"> 6-week testing window ◆ 1 session (1 test ticket) – 60 minutes Breaks can be provided during test sessions using the software’s pause feature 	<ul style="list-style-type: none"> 4-week testing window ◆ 1 Part – 60 minutes Breaks can be provided at STOP signs in test booklet

→ PSAT 8/9 and PSAT 10 TESTING TIMES

The PSAT 8/9 for grade 8 will count toward ELA and mathematics accountability measures. The PSAT 8/9 for students in grade 9 and the PSAT 10 for students in grade 10 will **not** count toward Spring 2023 accountability.

PSAT 8/9 for Grade 8 and Grade 9 and PSAT 10 for Grade 10

PSAT Sections	PSAT 8/9  (in minutes)	PSAT 10  (in minutes)
Reading	55	60
Break	5	5
Writing and Language	30	35
Math (no calculator)	20	25
Break	5	5
Math (with calculator)	40	45
Total (hours, minutes)	2:35	2:55

Note: The PSAT Accommodations Testing window is 10 days for students with any approved accommodations. Students approved for testing over two days must be tested on consecutive days. Students absent on the second day must complete testing on the first day back in school.

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→ TESTING IN GRADE 11 – Michigan Merit Examination (MME)



Students in 11th grade (and eligible 12th grade students) must be administered all three components of the MME:

- SAT with Essay 
- ACT WorkKeys 
- M-STEP Science and Social Studies 

Testing times for the MME components are shown here and on the following page. For detailed information on online testing windows and paper/pencil testing dates, see the **Spring 2023 Summative Testing Schedule** on [page 20](#) of this document.

Spring 2023 MME Component Test Session Timings	
Subject	Grade 11
Science	1:30
Social Studies	0:45
College Entrance with Essay*	4:22
Work Skills*	3:00
Estimated Total Hours	9:37
* Includes scheduled breaks	


M-STEP Science and Social Studies

Grade	Online 	Paper/Pencil 
11	<ul style="list-style-type: none"> • 6-week testing window • Science: 1 session (1 test ticket) – 90 minutes <ul style="list-style-type: none"> ▪ scientific calculator (optional) • Social Studies: 1 session (1 test ticket) – 45 minutes • Breaks can be provided during test sessions using the software's pause feature 	<ul style="list-style-type: none"> • 4-week testing window • Science: 1 Part – 90 minutes <ul style="list-style-type: none"> ▪ scientific calculator (optional) • Social Studies: 1 Part – 45 minutes • Breaks can be provided at STOP signs in test booklet

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SAT with Essay


Note: while the Essay portion of the SAT is no longer offered by the College Board for national test days, it is required for Michigan's Spring testing that is used for accountability purposes.

SAT Sections	Time  (in minutes)
Reading	65
Break	10
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	55
Break	2
Book collection/Essay distribution	15
Essay	50
Total (hours: minutes)*	4:22

*does not include preadministration time

Note: The SAT Accommodations Testing window is 10 days for students with certain non-standard accommodations. Only students who are designated on the Non-standard Administration Report (NAR) are eligible to test within the 10 day window. Students approved for testing over two days must be tested on consecutive days. Students absent on the second day must complete testing on the first day back in school.

ACT WorkKeys

Tests	Time  (in minutes)
Workplace Documents	55
Applied Math	55
Break*	15
Graphic Literacy	55
Total (hours: minutes)	3:00

*ACT requires that you allow a break of 15 minutes at the end of Applied Math (test 2) to allow examinees to relax or to go to the restroom. No cell phones may be used during the break.

→ MI-ACCESS ALTERNATE ASSESSMENTS

MI-Access Alternate Assessments are administered at three levels:

MI-Access Functional Independence (FI) – For students who have a significant cognitive impairment and can access resources, strategies, and supports with limited assistance, and whose instruction is aligned closest to the "High" range of complexity for ELA and Mathematics Essential Elements

MI-Access Supported Independence (SI) – For students who have a significant cognitive impairment and require ongoing support in major life roles, and whose instruction is aligned closest to the "Medium" range of complexity for ELA and Mathematics Essential Elements

MI-Access Participation (P) – For students who have a significant cognitive impairment and require extensive ongoing support through adulthood, and whose instruction is aligned closest to the "Low" range of complexity for ELA and Mathematics Essential Elements

MI-Access assessments are based on the Essential Elements with Michigan Range of Complexity for ELA, mathematics, science, and Extended Grade Level Content Expectations for Social Studies (FI only). The alternate content standards can be found on the [MI-Access web page](http://www.michigan.gov/mde/Services/Student-Assessment/mi-access) (www.michigan.gov/mde/Services/Student-Assessment/mi-access).

MI-Access Functional Independence (FI)

The MI-Access FI assessments are administered online. A paper/pencil format will be available for those students and schools that are not able to test online.

The FI assessments include:

- **English Language Arts** (grades 3–8 and 11) which consists of two parts – both parts **must** be completed:
 1. Accessing Print and Using Language – **online or paper/pencil**
 2. Expressing Ideas (constructed response) – administered as **paper/pencil assessment only** to **all** students (including students taking the rest of the MI-Access FI assessments online)
- **Mathematics** (grades 3–8 and 11)
- **Science** (grades 5, 8, and 11)
- **Social Studies** (grades 5, 8, and 11)

MI-Access FI Online Assessments

Online tests in each content area will have two parts and are untimed. Students can complete one part in a single day with the flexibility to have multiple breaks during the day when needed or to test over multiple days. It is not recommended for students to take more than one part of a MI-Access section or subject on any single day.

MI-Access Supported Independence and Participation (SI/P)

Students will continue to experience activity-based observation items as well as selected-response items using picture cards and/or instructional materials. The answer document is the only online component of the SI/P assessments. Primary Assessment Administrators will enter the student scores for both the Primary and Shadow Assessment Administrators into the online answer document.

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It is strongly recommended that Primary and Shadow Assessment Administrators take the MI-Access Training: Participation and Scoring Administration course. This video-enhanced presentation is an excellent tool for training all staff involved in this testing. This course is available from [Michigan Virtual](#) and participants can earn 2 SCHECHs upon completion. Access the course on the [MI-Access web page](#) (www.michigan.gov/mde/Services/Student-Assessment/mi-access) under the **Assessment Training and Resources for Educators** section.

The S/P assessments include:

- **English language arts** (grades 3-8 and 11)
- **Mathematics** (grades 3-8 and 11)
- **Science** (grades 5, 8, and 11)

Note: Districts must administer a locally determined social studies assessment for students who typically take MI-Access S/P.

Individualized Education Program (IEP) teams must determine which locally determined social studies assessment will be administered to students in grades 5, 8, and 11.

Grade 11 MI-Access FI: College Entrance and Work Skills Assessments

- Students taking the grade 11 Functional Independence MI-Access assessments may also take the ACT WorkKeys assessment if the Individualized Education Program (IEP) team determines it is an appropriate assessment.
- If the IEP team determines that the SAT with Essay is an appropriate assessment for the student, then the ELA and mathematics scores will be derived from the SAT with Essay and the student will not take the MI-Access FI ELA and mathematics tests.

→ WIDA

WIDA ACCESS for ELLs

Michigan's federally required summative assessment for students identified as English Learners (ELs) is the WIDA ACCESS for ELLs. This annual assessment is designed to measure K–12 ELs on their progress in learning the English language. The assessment provides a status of their development of Reading, Listening, Writing, and Speaking skills. WIDA ACCESS for ELLs is aligned to the WIDA English Language Development (ELD) standards that Michigan adopted in 2013.

This assessment can be administered online in grades 1–12. A paper/pencil form of the assessment is required for K and available in grades 1–12 for students who may not yet be technology-ready or have a disability that requires a paper/pencil test.

WIDA Alternate ACCESS for ELLs

Districts have the option to use the WIDA Alternate ACCESS for ELLs paper/pencil assessment. This assessment is designed for students who are ELs and have or function as if they have significant cognitive disabilities. This assessment is available in grades 1–12 only (grade level clusters: 1–2, 3–5, 6–8, and 9–12). Each section of this test (Listening, Reading, Speaking, and Writing) is estimated to take 20 minutes.

Additional information about test administration can be found on the [WIDA website](#) (wida.wisc.edu) as well as within the WIDA Secure Portal.

WIDA Screener

The WIDA Screener is a screening assessment used to identify potential ELs upon enrollment. The WIDA Screener is available in both an online and paper/pencil format for students in grades 1-12. However, students should only take the paper/pencil form of the Screener if they have disabilities requiring use of a paper/pencil form or if they are considered recent arrivers (attended U.S. schools for 12 months or less). The WIDA Screener may take between 35 and 70 minutes depending on the grade level cluster and path administered.

The WIDA Screener for Kindergarten is the paper/pencil assessment given to Kindergarteners. This screener assesses the Listening, Reading, Writing, and Speaking domains. It is designed to take 10-15 minutes for Listening and Speaking and an additional 10-15 minutes for Reading and Writing. Refer to Michigan's [Entrance and Exit Protocol](#) for screening requirements.

Test Session Timing and Sequence for WIDA ACCESS

Scheduling online testing sessions:

- The Listening and Reading domains must be administered first in the testing window for students in grades 1-12. Because the assessment is staged-adaptive, scores from a student's performance in these two domains will determine his/her tier (A or B/C) for Writing.
- Students do not need to be separated by tier (A, B, C) during test administration. However, students must still be tested in the appropriate grade-level cluster.
- Breaks can be provided during the test sessions using the software's pause feature. A single domain test should not be broken into separate administrations.



- Each online domain requires a separate test ticket. Students in:
 - » grades 1–3 will have three tickets (Writing is administered in paper/pencil only):
 - » Listening
 - » Reading
 - » Speaking
 - » grades 4–12 will have four tickets:
 - » Listening
 - » Reading
 - » Speaking
 - » Writing
- Students must utilize a microphone for the Speaking domain.
- Students must utilize headphones for all domains.
- Although students may be group-administered the Speaking domain, WIDA recommends only 3–5 students per computer lab/test setting. This small group setting is necessary to ensure that student responses are not picked up by another student's microphone. It is possible that a student's score may be negatively impacted if a significant amount of background noise or interference is captured in their response.

Scheduling paper/pencil testing sessions:

- For students taking the paper version of the WIDA ACCESS for ELLs, the domains may be administered in any order.
- Breaks can be provided to students during the test sessions as long as materials are kept secure.

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The table below outlines key differences between grades 1–12 online and paper/pencil. Note that all times listed are estimates.

	ACCESS for ELLs - Online (Grades 1-12) 	ACCESS for ELLs - Paper/Pencil (Grades K*-12) 
Grade Level Clusters	<ul style="list-style-type: none"> 1, 2–3, 4–5, 6–8, and 9–12 	<ul style="list-style-type: none"> K*, 1, 2, 3, 4–5, 6–8, and 9–12
Listening	<ul style="list-style-type: none"> test platform captures and scores student responses up to 65 minutes 	<ul style="list-style-type: none"> 1-12: 25–60 minutes
Reading	<ul style="list-style-type: none"> up to 60 minutes 	<ul style="list-style-type: none"> 35–70 minutes
Speaking	<ul style="list-style-type: none"> students listen to prompts and speak into headsets to record their answers student responses are automatically sent to DRC for rating and scoring up to 50 minutes maximum of 5 students in the testing room 	<ul style="list-style-type: none"> test administrator plays pre-recorded speaking prompts on a CD students speak their responses to test administrators test administrators score student speech during administration Up to 45 minutes per student, administered individually
Writing	<ul style="list-style-type: none"> Grades 1–3: students complete the entire writing test (prompts and responses) on paper Grades 4–12: <ul style="list-style-type: none"> students read prompts on the computer screen students keyboard or handwrite responses based on Michigan’s guidelines—keyboarding is the default setting keyboarded responses are automatically sent to DRC; handwritten responses will need to be shipped up to 90 minutes 	<ul style="list-style-type: none"> Tier A, Grade 1: up to 40 minutes <ul style="list-style-type: none"> students read prompts on a paper test form Tier A, Grades 2-12: up to 75 minutes Tier B/C, Grade 1: up to 80 minutes Tier B/C: up to 80 minutes students handwrite responses on a paper test form test booklets are returned to DRC and scored

* Test administrators planning to administer the Kindergarten form of the assessment can plan on an average of **45 minutes per student**. The Kindergarten assessment is administered individually and is semi-adaptive, which may change the administration time depending on students’ English proficiency levels (low proficiency = shorter administration time, high proficiency = longer administration time).

→ EARLY LITERACY AND MATHEMATICS BENCHMARK ASSESSMENTS (K-2)

The MDE-developed Early Literacy and Mathematics Benchmark assessments are available for students in grades K, 1, and 2. These benchmark assessments are aligned to Michigan's academic content standards and can be administered three times a year: fall, winter, and spring. The Early Literacy and Mathematics Benchmark assessments are only available online; there is no paper/pencil version.

Beginning in 2017-2018, the "Read by Grade 3" law requires students in grades K, 1, 2, and 3 be administered an English language arts (ELA) assessment within the first 30 days of school. The assessment must be from the MDE-approved list of initial assessments to assure students are on target to pass the third grade summative ELA assessment (M-STEP). Districts can choose to administer any assessment from the MDE-approved list of initial assessments located on the [Early Literacy and Mathematics web page](http://www.michigan.gov/mde/services/student-assessment/early-literacy-and-mathematics-benchmark-assessments) (www.michigan.gov/mde/services/student-assessment/early-literacy-and-mathematics-benchmark-assessments). The MDE-developed Early Literacy Benchmark Assessments are on this approved list of initial assessments and fulfill the Read by Grade 3 initial assessment requirement.

In addition, current legislation requires districts to administer a benchmark assessment or assessments in reading and mathematics at the beginning and end of the school year to all students in Kindergarten through grade 8. It further directs MDE to provide a benchmark assessment at no cost to districts. Under OEAA's existing administration contract with Data Recognition Group (DRG), the MDE-developed Early Literacy and Mathematics Benchmarks assessments are being made available free of charge to districts to fulfill this requirement for students in grades K-2.

Under both laws, districts may choose different benchmark assessments or tools for literacy/reading and mathematics.

When considering which benchmark assessments and reading assessments a student should take, it is important to look at the needs of all students, including students with the most significant cognitive disabilities. The needs of students who are working toward Michigan's alternate content expectations (Essential Elements) should be considered carefully. For such students, if an IEP team determines that the benchmark or reading assessment the district is using is not appropriate for the student, then another method of assessing the student's progress must be chosen and implemented. This may include, but is not limited to, systems used to monitor ongoing academic progress, if these systems can show student growth and progress toward the appropriate state academic standards.

The above holds true for English learners for whom this or other benchmark assessments are not appropriate because of their current level of language skills. Consider the current monitoring tools or local assessments the district is using with this population of students for monitoring progress toward proficiency in ELA and mathematics.

Early Literacy and Mathematics Testing Windows	
Fall 2022	August 22 – October 28, 2022
Winter 2023	January 3 – February 3, 2023
Spring 2023	April 10 – June 2, 2023

The fall, winter, and spring online administrations of the benchmark assessments use the same online test delivery engine as the M-STEP assessments. For grades K, 1, and 2, there is a 9-week testing window in the fall, a 4-week testing window in the winter, and an 8-week testing window in the spring. Schools participating in the Early Literacy and Mathematics Benchmark online assessments must pre-identify their students in the Secure Site using the Pre-ID function.


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Keep in mind the following:


- Human Voice Audio (HVA) is the standard way in which mathematics and ELA reading passages, test questions, and appropriate answer options are presented to students in grades K and 1, so headphones will be needed.
- Students in grade 2 will need headphones if Text-to-Speech (TTS) is enabled.

The following tables provide session and timing information for the Early Literacy and Mathematics Benchmark Assessments.

English Language Arts (ELA)

Grades	Online  only
K-2	<ul style="list-style-type: none"> • 2 sessions (2 test tickets: Part 1, Part 2) • Breaks can be provided during test sessions using the software's pause feature. • K – Part 1: 30–40 minutes Part 2: 30–40 minutes • 1 – Part 1: 30–40 minutes Part 2: 30–40 minutes • 2 – Part 1: 35–45 minutes Part 2: 35–45 minutes

Mathematics

Grades	Online  only
K-2	<ul style="list-style-type: none"> • 2 sessions (2 test tickets: Part 1, Part 2) • Breaks can be provided during test sessions using the software's pause feature. • K – Part 1: 25–35 minutes Part 2: 25–35 minutes • 1 – Part 1: 25–35 minutes Part 2: 25–35 minutes • 2 – Part 1: 35–45 minutes Part 2: 35–45 minutes

Remote testing is supported for students taking the Early Literacy and Mathematics Benchmark Assessments. To better ensure valid and reliable results from the assessment and to maintain the security of test items, an in-person administration is strongly recommended. The remote testing option should be reserved for students who are receiving most or all of their instruction remotely and for whom returning to an in-person school environment is not feasible.

➔ MICHIGAN LAW AND BENCHMARK ASSESSMENT REQUIREMENTS

2022-23 Benchmark Requirements

[Public Act 144 of 2022 section 104h](http://legislature.mi.gov/doc.aspx?mcl-388-1704h) (<http://legislature.mi.gov/doc.aspx?mcl-388-1704h>) requires districts to administer benchmark assessments to all students in K-8.

Under the law:

- Districts must administer a benchmark assessment or assessments to all students in grades K-8.
- The benchmark assessment(s) must be administered within the first 9 weeks of school and again before the end of the school year.
- The law encourages districts to administer the same benchmark assessment or assessments that they administered in previous years.
- Districts are provided choices in the benchmark assessment or assessments they choose to administer. Choices include:
 1. benchmark assessments from an MDE-approved assessment provider list
 - a. The four approved assessment providers are:
 - Curriculum Associates

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- Data Recognition Corporation (DRC)
- NWEA
- Renaissance

- b. These providers must provide benchmark assessment(s) that meet the following criteria:
- be aligned to state academic standards
 - complement the state summative assessment system
 - be online or internet-delivered and include a standards-based assessment that can be administered in-person or remotely using a computer-adaptive model to target the instructional level of each student
 - provide information on student achievement regarding required grade-level or grade-span learning content
 - provide immediate feedback to students and teachers
 - be nationally normed
 - provide multiple measures of growth and allows for multiple testing opportunities

2. benchmark assessments or tools that:

- a. provide progress monitoring and enhanced diagnostics in reading
- b. provide progress monitoring in math

3. a local benchmark assessment

4. any combination of the above choices

- Districts administering Curriculum Associates i-Ready, NWEA Map, or Renaissance Star may apply for \$12.50 funding per membership student in grades K to 8.
- In addition, MDE is directed to make available a benchmark assessment at no cost to districts from the list of approved assessment providers. The following benchmark assessments are provided under the existing DRC administration contract free of charge to districts:

- » Smarter Balanced Interim Assessments in grades 3-8
- » MDE-developed Early Literacy and Mathematics Benchmark Assessments in grades K-2

- Districts administering benchmark assessments from the approved list must report benchmark results and student mode of instruction to MDE within 30 days of administration.
- Districts administering local benchmark assessments or assessments with progress monitoring tools must identify the assessments used, how the assessment(s) measure changes, and how the district plans to address any losses in learning.

Additional information including an aggregate file schema and a Benchmark Assessment Fact Sheet and FAQ document are posted to the [MDE Benchmark web page](http://www.michigan.gov/mde/services/student-assessment/benchmark-assessments). (www.michigan.gov/mde/services/student-assessment/benchmark-assessments)

➔ RESOURCES

M-STEP, MI-Access FI, and Early Literacy and Mathematics Benchmark Assessments

Resources for Students Testing Online

The Office of Educational Assessment and Accountability (OEAA) has developed online resources for students taking state assessments at all grade levels. The resources support the idea that children can learn about online technology when teachers and other educators demonstrate the use of technology—classroom viewing of the student video tutorial, classroom viewing of the Online Tools Training (OTTs), followed by interacting with children while each student practices with technology (OTTs).

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Student Tutorials

The OEAA has created Student Tutorials. These are student-narrated videos that introduce teachers and students to the online tests and tools contained in the M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments. The Student Tutorials are designed to be administered in a group setting, such as the classroom, using a projector or other similar resource.



The tutorials can be accessed three different ways:

- ♦ [DRC INSIGHT Portal](https://mi.drcedirect.com) (https://mi.drcedirect.com) – Select the **Documents and Training Materials** link, then the **Test Tutorials** tab to access the tutorials.
- ♦ **INSIGHT** – Open INSIGHT and at the bottom of the page select the **DRC INSIGHT Online Assessments Tutorials** link.
- ♦ [Chrome](https://wbte.drcedirect.com/MI/portals/mi) (https://wbte.drcedirect.com/MI/portals/mi) – You must use the Chrome browser to access the tutorials. Select the yellow link at the bottom of the page: **DRC INSIGHT Online Assessments Tutorials**. This is the same link used for the online sample item sets.

An important component of the Student Tutorials is that they provide explicit training on the pause/exit/

end test functionality of the online testing engine. In addition, the tutorials explain how to access and use specific tools.

Online Sample Item Sets and OTTs

Other important set of resources teachers can access are online Sample Item Sets for students in grades K-8, and 11. The Sample Item Sets are a select group of test items in ELA, mathematics, science, and social studies that encompass various kinds of technology-enhanced items (including drag and drop and hot spots) and are embedded within the OTTs. The sets provide teachers and students practice in solving grade-level and content-specific test items aligned to Michigan's content standards and in navigating the online test delivery system. The OTTs are not scored.

OTTs give students opportunities to see what different test items look like and practice using the online testing tools. Providing students with ample practice opportunities will ensure they are familiar with item types, navigation strategies, and system tools on test day.

The OTTs can be accessed two ways:

- [Chrome](https://wbte.drcedirect.com/MI/portals/mi) (https://wbte.drcedirect.com/MI/portals/mi) – You must use the Chrome browser to access the OTTs. Choose the **Online Tools Training** link located under each assessment.
Students can access the practice sets from home with the Chrome browser.
- **INSIGHT** – Open INSIGHT, select the **Online Tools Training** link under each assessment.

Feedback collected from previous administrations indicates that students and teachers who utilized the OTTs and Sample Item Sets felt more prepared for online testing. Students reported feeling confident about taking assessments online, and school administrators and teachers stated they experienced fewer issues related to online testing than students and teachers who did not take advantage of this resource.

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Recommended Sequence

The OEAA recommends that classroom teachers introduce online testing to their students by playing the **Student Tutorial Video** in class to show students how the online testing system and tools work. Once the Student Tutorial Video is shown and discussed in the classroom, teachers then show the **Online Tools Training (OTTs)** to the entire class (these demonstrations don't have to occur on the same day). After students have watched the Student Tutorial Video projected by the teacher, followed by watching the teacher navigate through the OTTs, each student should be provided hands-on practice with the online **Sample Item Sets** contained within the OTTs, ideally using the device they will use during testing.

The OEAA welcomes your feedback on the online resources.

Sample Item Sets for Paper/Pencil Testers

The OEAA has posted Paper/Pencil sample item sets for ELA, mathematics, science, and social studies on the [M-STEP web page](http://www.michigan.gov/mde/services/student-assessment/m-step) (www.michigan.gov/mde/services/student-assessment/m-step) under the **Content Specific Information** section. Sample Item Sets contain grade-level sample items showing the types of items students may encounter on the actual test. The sets provide students practice in solving grade-level and content-specific test items aligned to Michigan's content standards. The Sample Items Sets are not considered "Practice Tests," as a practice test implies a test with the same number of items and similar level of difficulty as an actual test.

WIDA ACCESS for ELLs

Online and Paper/Pencil Testers

A number of resources are available on the [WIDA website](http://wida.wisc.edu) (wida.wisc.edu) to help [educators and students](#) (<https://wida.wisc.edu/assess/access/preparing-students>) become familiar with the WIDA ACCESS for ELLs testing experience for both online and paper/pencil. These resources include Student

Handouts, Online Speaking Guidance documents for educators, Online Test Demo, Interactive Sample Items for online testing, Online Test Practice, Paper-Based Sample Items, and Practice Speaking Questions for paper/pencil. Educators are strongly encouraged to review these resources with students.

→ SUPPORTS AND ACCOMMODATIONS

Michigan is committed to ensuring all students, including English Learners (ELs) and Students with Disabilities, have access to a wide array of tools for students with specific needs across all state assessments.

The tools are categorized into the following three tiers:

- **Universal Tools:**
available for all students, use is student-driven
- **Designated Supports:**
available when indicated by an educator or team
- **Accommodations:**
available when need is documented in an IEP or 504 plan

Universal Tools include embedded default tools for an online assessment such as a highlighter or cross-off tool. A **Designated Support** may be Text-to-Speech (TTS), and an example of an **Accommodation** is a braille form of an assessment.

Along with making sure students have options for accessing the content of the assessments, Michigan must also ensure that these options do not provide an unfair advantage to students using them. Students must always be able to show their knowledge of a particular standard or skill. Calculators provide a perfect example of these concepts. Students are not always allowed to use a calculator on some sections or items on the mathematics assessment. This is due to specific standards being assessed. A student

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allowed to use a calculator on these items would not actually be able to show whether or not they know how to do some calculations required by the standards. However, there are some items for which a calculator would be permitted for all students, such as when calculation is required but is not the standard being measured.

As educators prepare for the state assessments, it's important to note that a Universal Tool for one content area and assessment may be an Accommodation for another content area or assessment (for example, a calculator). Similarly, a Designated Support may also be an Accommodation, depending on the content target (for example, scribe). This approach is consistent given the emphasis that Michigan's assessment programs have placed on the validity of assessment results coupled with access. Allowable Universal Tools, Designated Supports, and Accommodations all yield valid scores that count as participation in statewide assessments when used in a manner consistent with Michigan's Supports and Accommodations policies and guidelines.

All policies and guidelines can be found under the **Student Supports and Accommodations** sections of each of the MDE assessment web pages. Additional information can also be found in each test administration manual.

Making Decisions on an Individual Student Basis

The selection of appropriate Universal Tools, Designated Supports, and Accommodations must be done for all students in the classroom as well as for each assessment. The Universal Tools, Designated Supports, and Accommodations used on the assessments should be those familiar to and used by the student during regular classroom instruction. A mismatch of supports offered can cause significant difficulties for students at the time of testing and potentially negatively impact student test scores.

For example, if a student is given the opportunity to take a mathematics assessment in Spanish but does not have sufficient literacy skills in the Spanish language, the student may struggle more than if he or she had taken the English version of the mathematics assessment. It is inappropriate for districts to make blanket decisions about assessment supports for particular student groups.

Accessibility decisions need to be made on an individual basis. For students with disabilities, classroom and assessment decisions must be documented in the IEP.

For more information, review the resources on the [M-STEP web page](http://www.michigan.gov/mde/services/student-assessment/m-step) (www.michigan.gov/mde/services/student-assessment/m-step) under **Student Support and Accommodations**.

→ TECH CORNER



Online Testing Technology Information

All online testing will use an updated version of the software from Data Recognition Corporation (DRC) that was used in 2015 through 2022. The Technology User Guide and other support materials are available on the [DRC INSIGHT Portal](https://mi.drccdirect.com) (formerly known as eDIRECT) (<https://mi.drccdirect.com>).

The INSIGHT Secure Browser (“INSIGHT”) is the secure browser students use. It prevents students from using other applications or visiting websites while testing. One INSIGHT installation works for all assessments, including M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments, WIDA ACCESS for ELLs, and WIDA Screener Online. INSIGHT will prompt for a one-click update if a newer version is available, or the latest version (13.0) can be mass-deployed.

For students taking the Early Literacy and Mathematics Benchmark Assessments remotely, the INSIGHT Public Browser will be available, allowing testing from home during virtual instruction. This uses the standard Chrome web browser to allow testing with remote proctoring through standard web-conferencing tools.

INSIGHT is supported by a caching server called a Central Office Services (COS) Service Device. The local cache holds a secure copy of the test content so you download it once, saving bandwidth. COS Service Devices are strongly recommended.

Any site with a large proportion of accommodated testing will still want to use a Service Device to help with audio and video downloads, while sites that have had ongoing technical problems with Service Devices may wish to consider the costs and benefits of testing in streaming mode.

One Service Device can serve for both M-STEP and WIDA, as well as serving multiple schools. COS comes with load balancing built in. This should allow fewer, simpler, and more reliable configurations that can be shared across buildings. Content Management for your Service Devices is in the [DRC INSIGHT Portal](https://mi.drccdirect.com) (<https://mi.drccdirect.com>) under **Central Office Services**. Technology Coordinators can use the Portal to download software and installation manuals, manage content hosting, and set up configuration files for INSIGHT.

A wide range of devices is supported for Spring 2023 testing. Check the DRC INSIGHT System Requirements for online testing or the Technology User Guide for all supported devices and operating systems. These documents can be accessed on the [DRC INSIGHT Portal](https://mi.drccdirect.com) by selecting the **Documents and Training Materials** link. The main limiting factors are device RAM and operating system support. Older operating systems age out each year as their developers stop supporting them.



Summative Testing Schedule

for Online and Paper/Pencil Assessments

The Michigan Department of Education (MDE) Spring 2023 testing windows and dates for all summative online and paper/pencil assessments are included in this document. The table below shows the testing windows for the summative assessments.

Spring 2023 Testing Schedule for Summative Assessments

Assessment	Week of																
	2/6-2/10	2/13-2/17	2/20-2/24	2/27-3/3	3/6-3/10	3/13-3/17	3/20-3/24	3/27-3/31	4/3-4/7	4/10-4/14	4/17-4/21	4/24-4/28	5/1-5/5	5/8-5/12	5/15-5/19	5/22-5/26	
M-STEP Grade 3 (ELA only)										4 weeks							
M-STEP Grades 3 (mathematics only), 4, 5, 6, 7, 8, and 11										6 weeks							
M-STEP Paper/Pencil Grades 3, 4, 5, 6, 7, 8, and 11 (all subjects)										4 weeks							
MI-Access Alternate Assessments										7 weeks							
College Entrance: SAT w/Essay										4/12 Only		Makeup 4/25					
Accommodated Testing Window										4/12-25							
Work Skills: ACT WorkKeys										4/13 Only		Makeup 4/27					
Accommodated Testing Window										Initial 4/13 – 26 Makeup 4/27-5/3							
PSAT 8/9 (grade 8)*										4/12 Only	Primary 4/12-18	Makeup 4/25-26					
Accommodated Testing Window										4/12-25							
PSAT 8/9 (grade 9) and PSAT 10**										4/12-18		Makeup 4/25-26					
Accommodated Testing Window										4/12-25							
WIDA ACCESS and WIDA Alternate ACCESS for ELLs	7 weeks																

* Schools must administer the PSAT 8/9 for grade 8 on April 12, 2023. The Primary window of 4/12-4/18 is available for students who were absent on 4/12 (unless students are approved with accommodations that designate them to test in the accommodated testing window).

** Schools must administer the PSAT 8/9 for grade 9 and PSAT 10 on April 12-18, 2023 (unless students are approved with accommodations that designate them to test in the accommodated testing window).

- Schools can choose which date works best for them as the initial test day.
- The same grade must test on the same day at the same time.

2023 Summative Testing Schedule

for Online and Paper/Pencil Assessments

The spring testing windows is designed to avoid as many spring break conflicts as possible. It also allows districts maximum scheduling flexibility within assessment-specific programs.

Students in grades 3-10 will be administered:

- M-STEP English language arts (ELA) and mathematics (grades 3–7)
- PSAT 8/9 (grade 8) which provides ELA and mathematics results for accountability purposes
- M-STEP science and social studies (grades 5 and 8)
- PSAT 8/9 (grade 9)
- PSAT 10 (grade 10)

Grade 11 students will take the Michigan Merit Examination (MME), which has three required components:

1. SAT with Essay college entrance exam (which provides ELA and mathematics results for accountability purposes)
2. ACT WorkKeys workskills assessment
3. M-STEP science and social studies

ONLINE Test Administration Dates

M-STEP

- **Grade 3 (English language arts only):** this online test may be administered on any instructional day
April 10 – May 5, 2023
- **Grades 3 (mathematics only), 4, 5, 6, 7, 8, and 11:** the online tests may be administered on any instructional day
April 10 – May 19, 2023

MI-Access Alternate Assessments

- **Grades 3–8 and 11:** the online tests may be administered on any instructional day
April 10 – May 26, 2023

WIDA ACCESS for ELLs and Alternate ACCESS for ELLs

- **Grades 1–12:** the online tests may be administered on any instructional day
February 6 – March 24, 2023

Note: A normal instructional day takes place M–F from 7 a.m. – 4 p.m. When administering M-STEP or MI-Access online assessments, schools that provide regularly planned instruction that extends beyond 4 p.m. must complete an Alternate Insight Availability Request.

For online testing, not all students need to be administered the same assessment at the same time, nor on the same day.

PAPER/PENCIL Test Administration Dates

Paper/pencil assessments must be administered within the designated paper/pencil testing window for each assessment program.

M-STEP

- **Grades 3, 4, 5, 6, 7, 8, and 11:** the paper/pencil tests may be administered on any instructional day during this 4-week window
April 10 – May 5, 2023

Note: Schools must select an initial test date for each grade and content area and assess as many students as possible on that date. The remaining days in the paper/pencil window may be used for make-up testing of absent students. Students with accommodations may be tested flexibly throughout the window.

MI-Access Alternate Assessments

- **Grades 3–8 and 11:** the paper/pencil tests may be administered on any instructional day
April 10 – May 26, 2023

WIDA ACCESS for ELLs and Alternate ACCESS for ELLs

- **Grades K-12:** the paper/pencil tests may be administered on any instructional day
February 6 – March 24, 2023