

Assessment Coordinator Training Guide Quick Reference

Relevant Assessments:

All Michigan state assessments:

- **M-STEP**
- **MME**
 - » ACT WorkKeys®
 - » SAT® with Essay
 - » M-STEP (Science and Social Studies)
- **MI-Access**
 - » MI-Access Functional Independence (FI)
 - » MI-Access Supported Independence (SI)
 - » MI-Access Participation (P)
- **WIDA™**
 - » WIDA ACCESS for ELLs
 - » WIDA Alternate ACCESS for ELLs
 - » WIDA ACCESS Placement Test (W-APT)
 - » WIDA Screener
- **PSAT™ 8/9 and 10**
- **Early Literacy and Mathematics Benchmark Assessments (K–2)**



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Assessment Coordinator Training Guide

NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the [Assessment Coordinator Training Guide Quick Reference](#) chapter. In that resource you will find an interactive list, along with the full URLs of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Quick Reference** chapter readily available for future use.



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Preface: How to use this MDE Assessment Coordinator Training Guide

This **Assessment Coordinator Training Guide** consists of a series of documents that will take you through the Assessment Coordinator's tasks and responsibilities **before, during, and after** administration of Michigan's statewide standardized assessments. Note: This series addresses ONLY state-provided academic assessments. It is not meant to address the entire range of assessment knowledge and skills needed to oversee a balanced, comprehensive system of assessments within a district.

The **Assessment Coordinator Training Guide** is not meant to replace the testing manuals, guides, and training resources provided for the preparation and administration of assessments. The guide will introduce you to Michigan's state assessment system in general, and link you to the people, trainings, materials, tools, and resources you will need throughout the process of coordinating state-provided assessments in your school or district.

New Assessment Coordinators should progress through the entire training guide in the order presented, starting with the **Overview** chapters and progressing through the chapters as they are listed in the **Table of Contents** on the following page. This will help you understand not only the tasks required, but also the terminology, timing, training, and processes involved in completing many of those tasks.

Each module provides timely information needed for each stage of the state assessment administration process.

Returning coordinators can use this guide as a refresher. You can review the entire series or just review select modules/chapters as you approach those tasks. The guide is also a great training resource to use with your peers before a new school year begins.

Because this guide allows you to access any chapter as needed and includes a handy quick reference to the chapters, as well as list of assessment-related resources, it will be a helpful tool you can use throughout the year to answer any questions you may have or offer needed guidance regarding state assessment administration.

The Office of Educational Assessment and Accountability (OEAA) would appreciate your feedback on this **Assessment Coordinator Training Guide**. Our goal is to provide District and Building Coordinators, both new and returning, with information on what they need to know about their roles and the resources available to them for the preparation and administration of Michigan's state assessments. We welcome your thoughts on what you like or don't like, and whether this guide was a helpful resource for you before, during, and after assessment administration. Please send your comments and/or suggestions to mde-oeaa@michigan.gov.

Assessment Coordinator Training Guide

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This is a linked table of contents for the training guide. You can also find a complete, printer-friendly version of the training guide at [MDE Assessment Coordinator Training Guide](#).

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- [College Board Assessments Administration](#)
- [ACT WorkKeys Assessment Administration](#)
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- [WIDA ACCESS Placement Test \(W-APT\) and WIDA Screener Preparation and Administration](#)
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Assessment Acronyms

This is a list of frequently used acronyms that you will see in your work as an Assessment Coordinator.

ACT®: American College Testing

AIG: Assessment Integrity Guide

ASL: American Sign Language

CAT: Computer Adaptive Testing

CC: Color Choices (accommodation)

CCaption: Closed Caption

CEPI: Center for Educational Performance and Information

COS: Central Office Services (testing technology tool)

CTC: Contrasting Color (accommodation)

DRC: Data Recognition Corporation

DRC INSIGHT Portal: (formerly known as eDIRECT) Online test management tool

eDIRECT: Online test management tool (legacy)

EEM: Educational Entity Master (the statewide database of school and district information managed by CEPI)

ELA: English language arts

EL: English Learner

FEL: Former English Learner

FLEP: Former Limited English Proficient

IEP: Individualized Education Program

INSIGHT: DRC's online testing environment

Mi-Access: Michigan's alternate assessment for students with the most significant cognitive disabilities

P: Participation

SI: Supported Independence

FI: Functional Independence

MDE: Michigan Department of Education

MEIS: Michigan Education Information System

MSK: Masking (accommodation)

MME: Michigan Merit Exam (the 11th grade tests that include the M-STEP, SAT with Essay, and ACT WorkKeys)

MSDS: Michigan Student Data System

M-STEP: Michigan Student Test of Educational Progress

OEAA: Office of Educational Assessment and Accountability, in the Michigan Department of Education

OTT: Online Tools Training

PAA: Primary Assessment Administrator

PEPE: Primary Educational Providing Entity

PSAT™: Preliminary Scholastic Aptitude Test

REP: Registry of Educational Personnel

S2E2: Specialized Shared Educational Entities

SAA: Shadow Assessment Administrator

SAT® with Essay: Scholastic Assessment Test (college entrance exam)

SEE: Shared Educational Entities

SIS: Student Information System

SRM: Student Record Maintenance

TAM: Test Administration Manual

TC: Technology Coordinators

TSM: Testing Site Manager (legacy software)

TTS: Text-to-Speech

UIC: Unique Identification Code

VSL: Sign Language ASL Video (Video Sign Language)

WIDA™: Michigan's English Learner assessment

WIDA AMS: WIDA Assessment Management System (online test management site for WIDA assessments)

W-APT: WIDA-ACCESS Placement Test

Web Links

Assessment Dates, Deadlines, and Schedules

[Early Literacy and Mathematics Benchmark Assessments List of Important Dates](https://www.michigan.gov/documents/mde/Early_Literacy_and_Mathematics_Benchmark_Assessments_List_of_Important_Dates_634787_7.pdf)

https://www.michigan.gov/documents/mde/Early_Literacy_and_Mathematics_Benchmark_Assessments_List_of_Important_Dates_634787_7.pdf

[Grade 8 List of Important Dates \(includes M-STEP for grade 8 and PSAT 8/9\)](https://www.michigan.gov/documents/mde/Grade_8_List_of_Important_Dates_634813_7.pdf)

https://www.michigan.gov/documents/mde/Grade_8_List_of_Important_Dates_634813_7.pdf

[MI-Access List of Important Dates](https://www.michigan.gov/documents/mde/MI-Access_List_of_Important_Dates_634789_7.pdf)

https://www.michigan.gov/documents/mde/MI-Access_List_of_Important_Dates_634789_7.pdf

[MME List of Important Dates \(includes ACT WorkKeys, SAT and grade 11 M-STEP\)](https://www.michigan.gov/documents/mde/MME_List_of_Important_Dates_634790_7.pdf)

https://www.michigan.gov/documents/mde/MME_List_of_Important_Dates_634790_7.pdf

[M-STEP List of Important Dates \(includes grades 3–8 and 11\)](https://www.michigan.gov/documents/mde/M-STEP_List_of_Important_Dates_634788_7.pdf)

https://www.michigan.gov/documents/mde/M-STEP_List_of_Important_Dates_634788_7.pdf

[PSAT10 and PSAT 8/9 \(Grade 9\) List of Important Dates](https://www.michigan.gov/documents/mde/PSAT_for_grades_9_and_10_List_of_Important_Dates_668760_7.pdf)

https://www.michigan.gov/documents/mde/PSAT_for_grades_9_and_10_List_of_Important_Dates_668760_7.pdf

[Spring Summative Assessment Schedule](https://www.michigan.gov/documents/mde/Testing_Schedule_for_Summative_Assessments_635008_7.pdf)

https://www.michigan.gov/documents/mde/Testing_Schedule_for_Summative_Assessments_635008_7.pdf

[WIDA List of Important Dates](https://www.michigan.gov/documents/mde/WIDA_List_of_Important_Dates_634791_7.pdf)

https://www.michigan.gov/documents/mde/WIDA_List_of_Important_Dates_634791_7.pdf

Web Links

Assessment Integrity, Policy, and Security Resources

[Accountability Best Practices: Data Reporting Guide for Trouble-Free Accountability Data](#)

https://www.michigan.gov/documents/mde/Accountability_Best_Practices_625027_7.pdf

[Assessment Integrity Guide](#)

www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf

[Assessment Security Training Flyer](#)

https://www.michigan.gov/documents/mde/MDE_Assessment_Security_Flyer_560138_7.pdf

[Assessment Security Training Modules Registration Guide](#)

<https://plp.mivu.org/Registration.aspx?course=371>

[Assessment Security Modules](#)

https://www.michigan.gov/documents/mde/MDE_Assessment_Security_Registration_560139_7.pdf

[Assessment Misadministration Complaint or Allegation Online Submission Form](#)

http://www.surveymonkey.com/s.aspx?sm=gKJUK4YYxskxtiW22eXjqQ_3d_3d

[Guide to State Assessments](#)

https://www.michigan.gov/documents/mde/Guide_to_State_Assessments_668874_7.pdf

[OEAA Assessment Security Compliance Form](#)

https://www.michigan.gov/documents/mde/OEAA_Security_Compliance_Form_634992_7.pdf

[Who Can/Must Take the MME?](#)

www.michigan.gov/documents/mde/MME_Eligibility_544301_7.pdf

[WIDA Screener & W-APT Policy Manual \(Michigan-Specific\)](#)

https://www.michigan.gov/documents/mde/WIDA_Screener_and_W-APT_Michigan_Policy_Manual_635005_7.pdf

Web Links

Assessment Web Pages

[ACT WorkKeys web page \(Michigan-specific ACT web page\)](http://www.act.org/stateanddistrict/michigan)

www.act.org/stateanddistrict/michigan

[College Board \(Michigan-specific College Board web page\)](https://www.collegeboard.org/michigan)

<https://www.collegeboard.org/michigan>

[College Board Suite of Assessments](https://collegereadiness.collegeboard.org/sat)

<https://collegereadiness.collegeboard.org/sat>

[Early Literacy and Mathematics Benchmark Assessments web page](http://www.michigan.gov/earlylitandmath)

www.michigan.gov/earlylitandmath

[MI-Access web page](http://www.michigan.gov/mi-access)

www.michigan.gov/mi-access

[Michigan Merit Exam \(MME\)](http://www.michigan.gov/mme) (includes M-STEP, SAT, ACT WorkKeys, PSAT 8/9, and PSAT 10)

www.michigan.gov/mme

[M-STEP web page](http://www.michigan.gov/mstep)

www.michigan.gov/mstep

[PSAT 8/9/ and PSAT 10 \(MDE web page\)](http://www.michigan.gov/psat)

www.michigan.gov/psat

[PSAT 8/9/10 and SAT \(Michigan-specific College Board web page\)](https://www.collegeboard.org/michigan)

<https://www.collegeboard.org/michigan>

[Student Assessment web page \(Office of Student Assessment and Accountability web page\)](https://www.michigan.gov/oeaa)

<https://www.michigan.gov/oeaa>

[WIDA web page \(MDE WIDA web page\)](http://www.michigan.gov/wida)

www.michigan.gov/wida

[WIDA web page \(Michigan-specific WIDA web page\)](https://wida.wisc.edu/memberships/consortium/mi)

<https://wida.wisc.edu/memberships/consortium/mi>

Web Links

Systems Used for Assessments and Reporting

[ACT PearsonAccess^{next}™](https://testadmin.act.org/customer/index.action)

<https://testadmin.act.org/customer/index.action>

[CEPI web page](http://www.michigan.gov/cepi)

www.michigan.gov/cepi

[College Board K-12 Score Reporting Portal](https://k12reports.collegeboard.org/login)

<https://k12reports.collegeboard.org/login>

[College Board Professional Account](https://cbaccount.collegeboard.org/professional/viewCreateAccountAction)

<https://cbaccount.collegeboard.org/professional/viewCreateAccountAction>

[College Board Services for Students with Disabilities \(SSD\) Online System](https://www.collegeboard.org/students-with-disabilities/ssd-online)

<https://www.collegeboard.org/students-with-disabilities/ssd-online>

[College Board Online Student Score Reports](https://studentscores.collegeboard.org/home)

<https://studentscores.collegeboard.org/home>

[District and School Accountability web page](http://www.michigan.gov/mde-accountability)

www.michigan.gov/mde-accountability

[DRC INSIGHT Portal](https://mi.dracedirect.com)

<https://mi.dracedirect.com>

[Educational Entity Master \(EEM\)](http://www.michigan.gov/eem)

www.michigan.gov/eem

[MEIS \(Michigan Education Information System\)](https://mdoe.state.mi.us/MEIS/Login.aspx)

<https://mdoe.state.mi.us/MEIS/Login.aspx>

[MI School Data web page](https://www.mischooldata.org)

<https://www.mischooldata.org>

[Michigan Student Data System \(MSDS\)](https://cepi.state.mi.us/msds)

<https://cepi.state.mi.us/msds>

[OEAA Secure Site](https://www.michigan.gov/oeaa-secure)

<https://www.michigan.gov/oeaa-secure>

[WIDA AMS](https://www.dracedirect.com/all/eca-portal-v2-ui/#/login/WIDA)

<https://www.dracedirect.com/all/eca-portal-v2-ui/#/login/WIDA>

[WIDA Secure Portal](http://portal.wida.us)

<http://portal.wida.us>

Web Links

Assessment Practice, Training, and Resources for Coordinators, Students, and Parents

[Accessing Student Test Score Reports and Data Files](#)

https://www.michigan.gov/documents/mde/Accessing_Student_Test_Score_Reports_Directions_522899_7.pdf

[Accountable Students Enrolled and Demographics](#) (instructional PDF)

https://www.michigan.gov/documents/mde/Accountable_Students_Enrolled_and_Demographics_621314_7.pdf

[ACT WorkKeys Resources](#)

<https://www.act.org/content/act/en/products-and-services/workkeys-for-educators/assessments/preparation.html>

[ACT WorkKeys Sample Questions and Practice Test](#)

<http://www.act.org/content/act/en/products-and-services/workkeys-for-educators/assessments/preparation.html>

[Answer Documents Received and Not Tested Students Function – OEAA Secure Site Directions](#)

https://www.michigan.gov/documents/mde/Answer_Documents_Received_and_Not_Testing_Students_instructions_623116_7.pdf

[Assessment Selection Guidelines Training](#) (video)

<https://mde.state.mi.us/mdedocuments/AssessmentSelectionGuidelinesTraining/index.html>

[Assessment Coordinator Training Guide web page](#)

www.michigan.gov/mde/0,4615,7-140-22709_70117-476290--,00.html

[“Bookmark How To” Directions for Test Coordinators](#)

www.michigan.gov/documents/mde/state_Assesment_Bookmarks_636013_7.docx

[College Board FAQs](#)

<https://pages.collegeboard.org/account-help>

[College Board K-12 Assessment Reporting Help](#)

<https://collegereadiness.collegeboard.org/educators/k-12/reporting-portal-help>

[Communication Toolkit for Building Coordinators](#)

https://www.michigan.gov/mde/0,4615,7-140-22709_70117-519202--,00.html

[Dynamic Score Reporting Site User Guide](#)

https://www.michigan.gov/documents/mde/How_to_Navigate_Dynamic_Score_Reports_532306_7.pdf

[Guide to State Assessments](#)

https://www.michigan.gov/documents/mde/Guide_to_State_Assessments_668874_7.pdf

[Access to DRC INSIGHT Portal](#)

www.michigan.gov/documents/mde/How_do_I_get_access_to_eDIRECT_604305_7.pdf

Web Links

[How Do I Get Access to the OEAA Secure Site?](#)

https://www.michigan.gov/documents/mde/how_to_access_secure_site_464585_7.pdf

[Incident Reporting](#) (instructional PDF)

https://www.michigan.gov/documents/mde/Incident_Reporting_for_M-STEP_520328_7_557253_7.pdf

[Mass Update Assessments Directions](#) (for the OEAA Secure Site)

http://www.michigan.gov/documents/mde/Mass_Update_Assessments_quick_reference_509761_7.pdf

[MDE Assessment YouTube Channel for Training Modules](#)

www.youtube.com/playlist?list=PLQNV-MrTjyhLZWGC8WhRGxoEmynfXUHuc

[MI-Access Supported Independence and Participation Scoring Rubric Training](#)

<https://michiganvirtual.org/courses/professional>

[Michigan Virtual Online Learning Portal](#)

<https://michiganvirtual.org/course/mde-assessment-security/>

[Michigan's State Assessment System: What it Is, What it Means – And What it Offers](#) (a handout and companion PowerPoint presentation)

https://www.michigan.gov/documents/mde/2017_MI_Assessment_System_-_What_it_is_What_it_means_What_it_offers_jl_555024_7.pdf

[M-STEP Final Reports Webcast](#)

<https://www.youtube.com/watch?v=PucqRjCzHMQ&feature=youtu.be>

[M-STEP/MME: How to Read Your Child's Score Report](#) (handouts)

http://www.michigan.gov/documents/mde/How_to_Read_Score_Report_Grades_3-8_531963_7.pdf

[M-STEP: What can students expect?](#) (a video resource)

<https://www.youtube.com/watch?v=MkVI15wsG4Y&feature=youtu.be>

[OEAA Secure Site Training Web Page](#)

<http://www.michigan.gov/seuresitetraining>

[OEAA Secure Site Support Documentation](#)

https://www.michigan.gov/mde/0,4615,7-140-22709_57003---,00.html

[Online Training Tools \(OTTs\) and Sample Item Sets](#) (for M-STEP, MI-Access, and the Early Literacy and Mathematics Benchmark Assessments)

<https://wbte.drcedirect.com/MI/portals/mi/>

[Paper/Pencil Sample Item Sets](#)

https://www.michigan.gov/mde/0,4615,7-140-22709_70117-350086--,00.html

[Parent Guide to State Assessments in Michigan – National PTA](#)

https://www.michigan.gov/documents/mde/PTA_MI_8PG_29DEC13_FINAL_WEB_498700_7.pdf

[Parent Guide to MI-Access](#)

https://www.michigan.gov/documents/mde/Parent_Guide_to_MI-Access_Final_8.10.16_531866_7.pdf

Web Links

[Pre-Identification of State Assessments Overview](#) (instructional PDF)

https://www.michigan.gov/documents/mde/Overview_of_pre-ID_Insructions_601216_7.pdf

[Pre-ID File Upload Directions](#) (for OEAA Secure Site)

http://www.michigan.gov/documents/mde/Pre-ID_File_Upload_579415_7.pdf

[Pre-ID File Template](#) (for the OEAA Secure Site)

http://www.michigan.gov/documents/mde/Pre-ID_File_Template_597163_7.xls

[Pre-ID One Student at a Time/Student OEAA Secure Site Search Directions](#)

http://www.michigan.gov/documents/mde/Student_Search_One_Student_at_a_Time_579416_7.pdf

[PSAT 8/9 Sample Questions and Practice Tests](#)

<https://collegereadiness.collegeboard.org/psat-8-9/inside-the-test>

[PSAT 10 Sample Questions and Practice Tests](#)

<https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/practice>

[Reporting Code Label](#) (instructional PDF)

https://www.michigan.gov/documents/mde/Reporting_Codes_Instructions_609853_7.pdf

[Requesting Access to Secure Site](#) (instructional pdf)

https://www.michigan.gov/documents/mde/Request_Access_Directions_698565_7.pdf

[SAT and Sample Questions and Practice Tests](#)

<https://collegereadiness.collegeboard.org/sat/practice>

[Spotlight on Student Assessment and Accountability Newsletter web page](#)

www.michigan.gov/mde-spotlight

[State School Act](#)

<http://www.legislature.mi.gov/documents/2017-2018/publicact/pdf/2018-PA-0265.pdf>

[Student Tutorials](#) (M-STEP, MI-Access, and the Early Literacy and Mathematics Benchmark Assessments)

<https://assets.drceirect.com/States/MI/Tutorials/Student/20180423/index.html>

[Superintendent Parent Letter on M-STEP and MME](#) (includes opt-out information)

https://www.michigan.gov/documents/mde/Guardian_Letter-State_Testing_680430_7.pdf

[What Parents Should Know About Assessment](#)

http://www.michigan.gov/documents/mde/What_Parents_Should_Know_618061_7.pdf

[WIDA ACCESS for ELLs Michigan State-Specific Directions](#)

https://www.michigan.gov/documents/mde/WIDA_Michigan_State_Specific_Directions_635415_7.pdf

[WIDA AMS User Guide](#)

<https://www.wida-ams.us/default.aspx?leapp=General+Information>



Web Links

[WIDA ACCESS for ELLs Online Checklist](https://wida.wisc.edu/sites/default/files/checklists/MI-online-checklist.pdf)

<https://wida.wisc.edu/sites/default/files/checklists/MI-online-checklist.pdf>

[WIDA ACCESS for ELLs Paper/Pencil Checklist](https://wida.wisc.edu/sites/default/files/checklists/MI-paper-checklist.pdf)

<https://wida.wisc.edu/sites/default/files/checklists/MI-paper-checklist.pdf>

[WIDA Sample Items \(online and paper/pencil\)](https://wida.wisc.edu/assess/access/preparing-students)

<https://wida.wisc.edu/assess/access/preparing-students>

[WIDA Scoring Training](https://wida.wisc.edu/memberships/consortium/mi)

<https://wida.wisc.edu/memberships/consortium/mi>

Web Links

Student Supports and Accommodations Guidance, Resources, and Tools

[Accessibility Supports in the Classroom Tool](https://www.michigan.gov/documents/mde/Tool_4_ClassroomAccTool_622834_7.pdf)

https://www.michigan.gov/documents/mde/Tool_4_ClassroomAccTool_622834_7.pdf

[Accommodations Matrix for SAT, PSAT 8/9, and PSAT 10](https://collegereadiness.collegeboard.org/pdf/michigan-accommodations-categories.pdf)

<https://collegereadiness.collegeboard.org/pdf/michigan-accommodations-categories.pdf>

[ACT WorkKeys Accessibility Supports Guide](http://www.act.org/content/dam/act/unsecured/documents/WorkKeysAccessibilitySupportsGuide.pdf)

<http://www.act.org/content/dam/act/unsecured/documents/WorkKeysAccessibilitySupportsGuide.pdf>

[ACT WorkKeys Available Accommodations \(ACT WorkKeys Admin Manual - Accomms Paper\)](http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf#page=9)

<http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf#page=9>

[After-Test Accessibility Questions Tool](https://www.michigan.gov/documents/mde/Tool_5_AfterTestAccTool_622838_7.pdf)

https://www.michigan.gov/documents/mde/Tool_5_AfterTestAccTool_622838_7.pdf

[College Board Services for Students with Disabilities \(SSD\) web page](https://accommodations.collegeboard.org/ssd-online)

<https://accommodations.collegeboard.org/ssd-online>

[Home Language Survey](http://www.michigan.gov/documents/mde/English_Home_Language_Survey_485363_7.pdf) (approved by the State Board of Education)

www.michigan.gov/documents/mde/English_Home_Language_Survey_485363_7.pdf

[M-STEP Guide for Teachers of Students Who Are Deaf or Hard-of-Hearing](https://www.michigan.gov/documents/mde/M-Step_Guide_for_Teachers_of_Students_-_DHH_681769_7.pdf)

https://www.michigan.gov/documents/mde/M-Step_Guide_for_Teachers_of_Students_-_DHH_681769_7.pdf

[M-STEP Guide for Teachers of Students Who Are English Learners](https://www.michigan.gov/documents/mde/M-Step_Guide_for_Teachers_of_Students_-_EL_681770_7.pdf)

https://www.michigan.gov/documents/mde/M-Step_Guide_for_Teachers_of_Students_-_EL_681770_7.pdf

[M-STEP Guide for Teachers of Students Who Are Visually Impaired](https://www.michigan.gov/documents/mde/M-Step_Guide_for_Teachers_of_Students_-_VI_681771_7.pdf)

https://www.michigan.gov/documents/mde/M-Step_Guide_for_Teachers_of_Students_-_VI_681771_7.pdf

[MDE English Learner Program Entrance and Exit Protocol](https://www.michigan.gov/documents/mde/Entrance_and_Exit_Protocol_updated_May_2016_550634_7.pdf)

https://www.michigan.gov/documents/mde/Entrance_and_Exit_Protocol_updated_May_2016_550634_7.pdf

[Protecting Students With Disabilities](https://www2.ed.gov/about/offices/list/ocr/504faq.html#interrelationship)

<https://www2.ed.gov/about/offices/list/ocr/504faq.html#interrelationship>

[Student Supports and Accommodations Recording and Tracking Tools](https://www.michigan.gov/mde/0,4615,7-140-22709_70117-347506--,00.html)

https://www.michigan.gov/mde/0,4615,7-140-22709_70117-347506--,00.html

[Student Supports and Accommodations Table for Early Literacy and Mathematics Benchmark Assessments \(K-2\)](http://www.michigan.gov/documents/mde/K-2_Early_Literacy__Math_Accom_Table_532245_7.pdf)

www.michigan.gov/documents/mde/K-2_Early_Literacy__Math_Accom_Table_532245_7.pdf

[Supports and Accommodations Frequently Asked Questions](https://www.michigan.gov/documents/mde/FAQ_for_Supports__Accommodations_1-28-2016_554990_7.pdf)

https://www.michigan.gov/documents/mde/FAQ_for_Supports__Accommodations_1-28-2016_554990_7.pdf

[Student Supports and Accommodations Webinars](https://www.michigan.gov/mde/0,4615,7-140-22709_40192-397801--,00.html)

https://www.michigan.gov/mde/0,4615,7-140-22709_40192-397801--,00.html



Web Links

[Supports and Accommodations Guidance Document for M-STEP, MI-Access, and WIDA](https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual.final_480016_7.pdf)

https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual.final_480016_7.pdf

[Tracking Sheet for Supports and Accommodations for M-STEP, MI-Access or WIDA](http://www.michigan.gov/documents/mde/Supports_Tracking_481399_7.xlsx)

www.michigan.gov/documents/mde/Supports_Tracking_481399_7.xlsx

[WIDA ACCESS for ELLs Accessibility and Accommodations Supplement](https://wida.wisc.edu/sites/default/files/resource/ACCESS-Accessibility-Accommodations-Supplement.pdf)

<https://wida.wisc.edu/sites/default/files/resource/ACCESS-Accessibility-Accommodations-Supplement.pdf>

Web Links

Test Administration Manuals (TAMs) and other Manuals

[Early Literacy and Mathematics Benchmark Assessments Test Administration Manual](https://www.michigan.gov/documents/mde/K-2_Testing_Schedule_624389_7.pdf)

https://www.michigan.gov/documents/mde/K-2_Testing_Schedule_624389_7.pdf

[MI-Access FI Test Administration Manual](https://www.michigan.gov/documents/mde/MI-ACCESS_Functional_Independence_TAM_635412_7.pdf)

https://www.michigan.gov/documents/mde/MI-ACCESS_Functional_Independence_TAM_635412_7.pdf

[MI-Access P/SI Test Administration Manual](https://www.michigan.gov/documents/mde/Participation_and_Supported_Independence_TAM_635414_7.pdf)

https://www.michigan.gov/documents/mde/Participation_and_Supported_Independence_TAM_635414_7.pdf

[M-STEP Test Administration Manual](https://www.michigan.gov/documents/mde/M-STEP_Test_Administration_Manual_630729_7.pdf)

https://www.michigan.gov/documents/mde/M-STEP_Test_Administration_Manual_630729_7.pdf

[WIDA Test Administration Manual \(Michigan-Specific\)](https://www.michigan.gov/documents/mde/WIDA_Michigan_Specific_TAM_635431_7.pdf)

https://www.michigan.gov/documents/mde/WIDA_Michigan_Specific_TAM_635431_7.pdf

Note: The following manuals can be found on their respective Michigan-specific web pages:

- **ACT Test Coordinator Information Manual**
- **ACT WorkKeys Standard Time Administration Manual**
- **ACT WorkKeys Administration Manual for Accommodations and English Learner Supports**

[ACT WorkKeys web page \(Michigan-specific ACT web page\)](https://collegereadiness.collegeboard.org/state-partnerships/michigan)

<https://collegereadiness.collegeboard.org/state-partnerships/michigan>

- **Michigan SAT School Day Accommodated Testing Manual**
- **Michigan SAT School Day Coordinator Manual**
- **Michigan SAT School Day Standard Testing Manual**
- **Michigan PSAT 8/9 Coordinator Manual**
- **Michigan PSAT 10 Coordinator Manual**

[College Board \(Michigan-specific College Board web page\)](https://www.collegeboard.org/michigan)

<https://www.collegeboard.org/michigan>

Contact Info

MDE Offices

Office of Educational Supports (OES)

(to request English Language Survey forms in languages other than English)

Phone: 517-241-5392

Office of Educational Assessment and Accountability (OEAA)

Email: mde-oeaa@michigan.gov

Phone: 877-560-8378

- Option 1 – Tip Line** – to anonymously report known or suspected cheating, unethical testing practices, or breaches of security on any state assessment
- Option 2** – Inquiries related to COS, DRC INSIGHT Portal, and INSIGHT, used for M-STEP, MI-Access and Early Literacy and Mathematics online testing
- Option 3** – Inquiries related to any OEAA Secure Site functions; administration or policy questions related to M-STEP, MI-Access, and Early Literacy and Mathematics; and accountability reporting
- Option 4** – Inquiries related to SAT, PSAT, or ACT WorkKeys testing
 - **Press 1** – Inquiries related to eligibility to test and Secure Site functions
 - **Press 2** – Inquiries related to administration of the PSAT 8/9, PSAT 10 and SAT
 - **Press 3** – Inquiries related to WorkKeys
- Option 5** – WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, WIDA Screener, W-APT, and WIDA AMS
- Option 8** – all other calls

Nonpublic School Office (for changes to the EEM)

Email: nonpublicschools@michigan.gov

Phone: 517-335-0543

MDE YouTube Channel

<https://www.youtube.com/c/michdepted/featured>

Other

ACT WorkKeys

Contact Us: www.act.org/aap/state/contact.html

Phone: 800-553-6244

- » for standard time, use ext. 2800
- » for accommodation, use ext. 1788

Center for Educational Performance and Information (CEPI):

Email: cepi@michigan.gov

Phone: 517-335-0505, **Option 3**

College Board Michigan Educator Hotline

Email: michiganadministratorsupport@collegeboard.org

Phone: 866-870-3127, **Option 1**

Data Recognition Corporation (DRC) (WIDA AMS user access request line)

Phone: 877-560-8378, **Option 5**

