

Materials Return

Relevant 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
- **PSAT™ 8/9 and 10**



M-STEP



MI-Access



WIDA ACCESS



SAT/PSAT



ACT WorkKeys

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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Intro

All test materials are to be managed in a specific manner after testing. Additionally, there are specific requirements for the return of materials for each state-administered assessment. This chapter discusses the **preparation and processing of materials** for each applicable assessment, by answering the following questions:

- ▶ How do I prepare and process materials after testing for M-STEP?
- ▶ How do I prepare and process materials after testing for MI-Access?
- ▶ How do I prepare and process materials after testing for WIDA ACCESS for ELLs?
- ▶ How do I prepare and process materials after testing for SAT/PSAT?
- ▶ How do I prepare and process materials after testing for ACT WorkKeys®?

How do I prepare and process materials after testing for M-STEP?



For schools using any paper/pencil materials, M-STEP has both secure and non-secure materials, both of which must be handled according to procedures defined in the **[M-STEP Test Administration Manual \(TAM\)](#)**. Refer to the section in the TAM titled Instructions for Materials Return for specific directions for handling all M-STEP materials. These instructions include:

- deadlines for shipment
- secure and non-secure materials
- materials that must be returned
- materials to be kept by the school
- materials to be securely destroyed by the school

This TAM section also includes a diagram that shows how materials should be packaged for return to the M-STEP contractor. Schools should reference this information when preparing materials for return to ensure the shipment is sent on time, and the materials are packaged properly and completely.

Schools testing by paper/pencil or that have accommodated students who tested using paper/pencil will have materials that must be returned to the contractor. However, while schools testing online might not have accommodated students, and therefore no secure paper/pencil materials to return, it is still important that Test Coordinators at these schools are aware of the proper handling of secure materials.

The M-STEP TAM is available on the **[M-STEP web page](#)** under the Current Assessment Administration header.

How do I prepare and process materials after testing for MI-Access?



MI-Access has both secure and non-secure materials, both of which must be handled according to the procedures defined in the **Test Administration Manuals (TAMs)**—one for MI-Access Functional Independence (FI) and one for MI-Access Participation (P) and Supported Independence (SI). Refer to the section titled Instructions for Materials Return for specific directions for the handling of all MI-Access materials. These instructions include:

- how to process test materials after testing
- materials return tools
- instructions for packaging and shipping materials to contractor

A diagram that shows how materials should be packaged for return can be found in the appendix section of each TAM. Schools should reference this information when preparing materials for return to ensure the shipment is sent on time and the materials are packaged properly and completely.

Since the FI ELA: Expressing Ideas is exclusively a paper/pencil test, all materials associated with the test must be included with the materials returned to the contractor. Any accommodated versions of the MI-Access FI tests must be returned as well.

The MI-Access TAMs are available on the [MI-Access web page](#) under Current Assessment Administration.

How do I prepare and process materials after testing for WIDA ACCESS for ELLs?



There are likely to be materials that must be returned to the testing contractor for students taking the WIDA ACCESS for ELLs online as well as for those taking the paper/pencil test. Depending on the grade level and accommodations of students testing online, some students may be writing their responses for the Writing domain in a paper booklet. Directions for packing and returning these materials can be found in the **Michigan-Specific WIDA Test Administration Manual** in the Preparing Test Materials for Return section.

Educators should also review the **Michigan State-Specific Directions**. This document provides an easy set of directions for returning materials, and provides clear instructions on what does need to be bubbled in on the test booklets, and what does not.

Both the WIDA TAM and Directions are available on the [WIDA web page](#) under the Current Assessment Administration tab.

How do I prepare and process materials after testing for SAT/PSAT?



To process SAT and/or PSAT test materials after testing, Test Coordinators must complete the tasks listed in the relevant [Michigan SAT School Day Coordinator Manual](#) and/or [Michigan PSAT Coordinator Manual](#), in the After the Test section. These instructions must be followed closely to ensure all materials are properly processed and returned. The process may be repeated depending on whether accommodated testing and/or makeup testing is needed. Each type of administration will require materials to be processed and returned separately.

When packing and shipping used materials, follow the order of materials shown in the [Returning Used Answer Sheets and Forms](#) instructions in the Appendix of the manual(s). It is important to return SAT with Essay and PSAT test materials the day after

testing for each test administration—standard time, accommodated, and makeup—unless testing at an off-site location; off-site testing materials will be picked up the same day as the test administration. The day prior to the testing day, Test Coordinators will receive an email containing the pickup date, time, and confirmation number. If you do not receive an email, did not receive shipping labels and other necessary return materials, or need to change the pickup date or time, contact Michigan School Day Support at 866-870-3127, option 1. Be advised that materials returned late will not be scored.

The Michigan Coordinator Manuals are available on the [Michigan ACT WorkKeys State Testing web page](#) and the [MME](#) and [PSAT](#) web pages.

How do I prepare and process materials after testing for ACT WorkKeys?



After testing, the ACT WorkKeys Test Coordinator is responsible for completing the applicable forms, collecting materials from Room Supervisors, packing the test materials into the shipping cartons, and storing the packaged materials until they are picked up by the designated carrier. The [ACT Test Coordinator Information Manual](#) has a detailed checklist, along with other instructions for packing the materials, in the section titled Collecting, Packing, and Returning the Test Materials. Refer to the [Michigan ACT website](#) for helpful tips, training videos, the Schedule of Events, and other information specific to Michigan WorkKeys administration.

Be aware of the scheduled date for pick-up. Refer to the [Schedule of Events](#) on the Michigan ACT website for the date. Answer documents shipped after the deadline will not be scored.

Remember to keep Standard Time and Accommodated and Supports materials separate, and follow the instructions in the [ACT Test Coordinator Information Manual](#) for each type of test administration. Return materials are color-coded. Refer to the [Color-Coding of Return Materials](#) table in the Collecting, Packing, and Returning the Test Materials section of the manual.

The ACT Test Coordinator Information Manual is available on both the [Michigan ACT WorkKeys State Testing web page](#) and the [MME web page](#).

