Accountable Students & Test Verification
Spring 2015 ACT and WorkKeys

The Accountable Students & Test Verification is the process to verify the school's enrollment, student demographics, verify scanned answer documents and report students that did not test. This function was formerly known on the old Secure Site as Expected to Test, Tested Roster and Students Not Tested.

In an interest of saving schools and districts time and resources for the 2014-15 school year, the Division of Accountability Services (DAS) will not be requiring or providing the means for viewing the Accountable Students and the Not Tested reasons for students for ACT and WorkKeys. This is for ACT and WorkKeys only and will be available for WIDA, MI-Access, and M-STEP. The diagnostic Scorecards that will be provided only to schools in late summer/fall will not include spring 2015 ACT/WorkKeys participation and proficiency results.

It is the Division of Accountability Services (DAS) intent to provide a transparency participation report for ACT and WorkKeys separately and without accountability consequences when that data becomes available. **DAS will use the school's student enrollment in MSDS "as of date" March 27, 2015. Enrollment from the Spring MSDS General Collection and SRMs submitted through April 29, 2015 will be used but only records with an "as of date" on or before March 27, 2015.**

> ## *Getting Started*

Select Accountable Students & Test Verification from the Student Information menu on the Secure Site. Select the ISD, District, School and *Spring 2015 College and Career Ready* Test Period from the drop down menus and click the Search button. This will bring up the Task List for the Verification of Answer Documents for both ACT and WorkKeys. If you change the school, you will need to click the Search button each time to display the correct Task List for the school. There are multiple ways available to review the data and identify discrepancies.

1. A user can click on the first link under the heading on the Task List.
    a. The screen displays possible discrepancies to be reviewed to determine if answer document discrepancies need to be reported.
    b. If "Mark this section reviewed" is selected at the bottom right of each page before leaving the screen, a green check mark will be placed on the task list for the function. This does NOT prevent additional access to the screen or the submission of any issues during the review period. This is not used by DAS simply for the benefit of the user.
    c. Click the Next button at the bottom right of the screen and you will be directed to the next screen (link from the task list) without going back to the Task List.
2. A user can click on each individual link from the Task List and jump around to each function.

3. A user can go to the complete list at the end of the section Answer Documents Received and review the full list of answers documents that were received by student. Certain issues can only be resolved on this page. You can use the column filters to assistant in verifying the data.

NOTE: A user should always review the complete list for accuracy even when using the links provided to identify discrepancies. All possible issues cannot be identified systematically using the available links.

This review process is important as it is the last opportunity to submit possible answer document issues.

Verification of Answer Documents

The Verification of Answer Documents is used to assist schools in verifying that all answer documents returned have been received by the scoring contractor.

Missing Tests Link

If students are listed on this screen, it indicates that the students is missing one of the required answer documents for the test period selected. In this case it would be ACT or WorkKeys. If the student did take the test that is indicated as not taken by an "N" in the column, you will need to submit a Missing Test issue by selecting the student using the check box to the far right and clicking the Missing Test button.

Did the student take the test at your school that is identified as missing?

1. If the student did test at your school, submit a missing test issue using the Missing Test button. Along with the issue you MUST submit a completed Certificate of Attendance and Participation in Assessments form for each student you are reporting with a missing test(s). This form can be found at http://www.michigan.gov/documents/mde/Certificate_of_Attendance_and_Participation_in_Assessments_487565_7.pdf .
2. If the student did not take the test at your school, then it is correct and shows the student did not take the assessment and there is nothing further to do.

NOTE: In previous MME administrations the ACT, WorkKeys and Michigan Science, Social Studies and Mathematics components were all required to be in the same school to receive an MME score. This is no longer true. This year each student will receive a separate score for ACT, WorkKeys, M-STEP Science, Social Studies, Mathematics and ELA.

Out of Level Link

If students are listed on this screen, they have been identified with a discrepancy based on their grade level between MSDS and the assessment. Only students in grade 11 and 12 can take the ACT and WorkKeys. The screen will indicate the grade level of the student as listed in MSDS. If there is a discrepancy with the MSDS grade and the answer document, the test is considered out of level and will be invalidated for state assessment purposes. Is the student's grade level in MSDS correct?

1. If the student's grade level is incorrect in MSDS, an SRM file needs to be submitted by the authorized district MSDS person to correct the grade level. The "as of date" used in the SRM file must be on or before March 27, 2015 for DAS to pick it up.
2. Verify the student's UIC is correct in the Secure Site. Sometimes a student will have an incorrect UIC in the Secure Site and this will cause a discrepancy with the demographic information, including the grade level. If the UIC is incorrect in the Secure Site, meaning the UIC belongs to a different student, email the student information to baa@michigan.gov for correction.

3. If the student's grade level is correct in MSDS, then there is nothing more to do and the student's score will be invalidated as out of level for state assessment purposes.

Answer Documents Received Link

Students are listed that have one or more returned answer documents for the selected assessment from the school.
1. Verify all students that tested are listed.
    a. If a student is missing from the list, submit a Missing Student issue by clicking on the Missing Student button at the top of the student list to the left.
    b. If a student is listed that tested and moved after testing, you do not need to do anything. The student is correctly displayed as testing at your school.
2. If you did not already do so, you can submit a Missing Test, also from the Answer Documents Received screen.
3. Verify that home schooled students that tested at the school are properly identified as home schooled using the "HOMESCHOOLED" column filter and filtering by "Y". Verify also that students are not incorrectly identified as home schooled.

Missing test and missing student issues submitted by a school are issues that require DAS review. You will NOT see any changes to the Answer Documents Received screen until it has been worked through a DAS staff member.

The Certificate of Attendance and Participation Form MUST be attached to the Missing Test or Missing Student issue when it is submitted by clicking the "Select" button at the bottom left of the page. A link to the form can be found at the top of the Missing Test and Missing Student pages.

Answer Document Issues Link

Missing Tests and Missing Student issues submitted by the district or school are listed and can be reviewed by Test Cycle including the Spring 2015 College and Career Ready ACT or Spring 2015 College and Career Ready WorkKeys. To check the details of the issue or get additional information regarding the status, click on the Issue # to the far left.

You can change or add additional information to an issue while the Issue Status is "Open". Once the status has been changed by DAS, you cannot change or add additional information to the issue.

The user that submitted the Missing Test or Missing Student issue will receive an email when the status of the issue has been changed.