

## MEMORANDUM

**TO:** District Test Coordinators (DTCs)

**FROM:** Data Recognition Corporation (DRC) Missouri Assessment Program (MAP) Service Line

**DATE:** January 5, 2018

**SUBJECT:** Spring 2018 MAP Grade-Level Summative Assessments Information

Dear District Test Coordinator,

This memo provides you with important information regarding the Spring 2018 MAP Grade-Level Summative Assessments. The Summative assessments will be accessed by students through the INSIGHT online testing platform. User information, student information, accommodations, test tickets, and test sessions will be managed in eDIRECT, which will also contain the supporting documents and user guides for the administration.

Please note that there are three windows to submit your pre-code to DESE, please see below for the dates when your students will appear in the system.

- 1st window – due to DESE 2/9/2018 – data available in eDIRECT on 2/26/18
- 2nd window – due to DESE 3/2/2018 – data available in eDIRECT on 3/12/18
- 3rd window – due to DESE 3/16/2018 – data available in eDIRECT on 3/26/18

NOTE: Participating in the pre-code process will populate students into the appropriate test sessions in eDIRECT. During the spring statewide window, there are multiple pre-code windows – however, a district may use only one window for the spring. The district should pre-code during the window that accommodates their anticipated timing of entering accommodations and setting of test sessions.

For more information on DESE Assessment Precodes, please visit: <https://dese.mo.gov/data-system-management/core-datamosis>. To view timelines, select Precode Timelines under the Quick Links section.

The table below includes release dates that have been established in preparation for the Summative assessments. Due to new cut-scores being established this year, release dates for reporting information have not yet been determined. Those dates will be provided in a separate memo once available.

What is Available?	Necessary Action
<b>JANUARY 8</b>	
eDIRECT 2017-2018 Summative Administration functionality	<p>DRC assigns DTCs to the Spring 2018 Summative administration. DTCs must then copy District Information Technology Coordinators (DITCs), School Test Coordinators (STCs), and Test Examiners (TEs) from the 2017-2018 Practice Forms administration to the Spring 2018 Summative administration and assign permissions. If your district is not testing the 2017-2018 Practice Forms administration, then you should copy from the Spring 2017 Summative administration.</p> <p>Any users who do not need access to the Spring 2018 Summative administration should not be copied. Any users not already in eDIRECT must be added.</p>
eDIRECT User Guide – User Management	<p>Access in eDIRECT under All Applications &gt; General Information &gt; Documents and select eDIRECT User Guides from the Document Type dropdown.</p> <p>DTCs use this guide to assist in setting up users, assigning permissions, and the Enrollments and Additional Materials processes in eDIRECT.</p>
eDIRECT Training Modules – Enrollments and Testing Windows	<p>Access in eDIRECT under All Applications &gt; General Information &gt; Documents and select eDIRECT Training &gt; User Admin from the Document Type dropdown.</p> <p>DTCs and STCs may view these training modules to learn more about ordering Large Print and Braille testing materials and providing ELA, Mathematics, and Science testing windows.</p>
Enrollments Window Opens– For Ordering Large Print and Braille Materials, Providing Purchase Order (PO) Numbers, and Identifying Testing Windows	<p>Access in eDIRECT under All Applications &gt; Materials &gt; Enrollments.</p> <p>DTCs order Large Print and Braille testing materials and provide testing windows during this window.</p> <p>POs must be emailed to <a href="mailto:maphelpdesk@datarecognitioncorp.com">maphelpdesk@datarecognitioncorp.com</a></p>
Online Testing Tutorial	<p>Access in eDIRECT under All Applications &gt; General Information &gt; Test Tutorials, or via a <a href="#">link</a> on the INSIGHT software landing page, or the DESE website under Grade-Level&gt;Quick Links.</p> <p>Students and teachers use this tutorial to become familiar with the INSIGHT functionality. It is also beneficial for DTCs, STCs, TEs, and Teachers to view the tutorial.</p>
Online Tools Training (OTT)	<p>Access via the DRC INSIGHT Online Assessments software icon on the device desktop, or access the public version via the <a href="#">link</a> on the eDIRECT homepage, or the DESE website under Grade-Level &gt; Quick Links.</p> <p>Students use this training to become familiar with the online testing navigation and functionality. Teachers and students should expect to see grade-level items that illustrate the various tools used for different item types within a given grade. OTTs should be used after students have viewed the Online Testing Tutorial.</p>
DITC Training Presentation	<p>Access in eDIRECT under All Applications &gt; General Information &gt; Documents and select DITC Training from the Document Type dropdown.</p> <p>DITCs view this training to learn about changes to the INSIGHT software to prepare for installing and configuring the software for online testing. (This is the same training that was released in Oct. 2017 prior to the Practice Forms administration.)</p>
<b>FEBRUARY 1</b>	

<b>What is Available?</b>	<b>Necessary Action</b>
Test Coordinator's Manual (TCM) and Examiner's Manuals (EMs)	<p>Access in eDIRECT under All Applications &gt; General Information &gt; Documents and select Manuals from the Document Type dropdown, or the DESE website under Grade-Level &gt; Manuals/Trainings.</p> <p>DTCs and STCs use the TCM to learn about roles and responsibilities for administering and overseeing the Summative assessments. Examiners use the EMs for administering the Summative assessments.</p>
<b>FEBRUARY 2</b>	
Enrollments Window Closes	Last day for DTCs to order Large Print and Braille testing materials and provide ELA, Mathematics, and Science testing windows.
<b>FEBRUARY 26</b>	
Enrollments Window Opens – For changing testing windows only	DTCs can change testing windows during this window by contacting DRC MAP Service Line.
eDIRECT User Guide – Test Setup	<p>Access in eDIRECT under All Applications &gt; General Information &gt; Documents and select eDIRECT User Guides from the Document Type dropdown.</p> <p>DTCs, STCs, and Test Examiners use this guide to assist in using the Test Setup functionality in eDIRECT, which is used to manage student information, create test sessions, update student accommodations, print test tickets, and monitor student testing.</p>
eDIRECT Test Setup functionality	Test Setup is used to manage student information, create test sessions, update student accommodations, print test tickets, and monitor student testing. Preparations in Test Setup must be completed prior to testing, or students will not be able to test.
<b>MARCH 19</b>	
eDIRECT Training Module – Additional Materials	<p>Access in eDIRECT under All Applications &gt; General Information &gt; Documents and select eDIRECT Training &gt; Additional Materials from the Document Type dropdown.</p> <p>DTCs may use these training modules to learn how to order additional Large Print and Braille testing materials.</p>
Large Print and Braille Testing Materials Arrive at Districts	Delivered to District office.
Listening Transcripts	<p>Access in eDIRECT under All Applications &gt; General Information &gt; Documents and select Listening Transcripts from the Document Type dropdown.</p> <p>NOTE: The DTC must contact the DRC MAP Service Line to request access to specific listening scripts.</p>
<b>MARCH 21</b>	
Additional Materials Ordering Window Opens	<p>Access in eDIRECT under All Applications &gt; Materials &gt; Additional Materials.</p> <p>DTCs may order additional Large Print and Braille testing materials, extra shipping labels, or return boxes.</p>
<b>MARCH 30</b>	
eDIRECT Training Module – countability Form	<p>Access in eDIRECT under All Applications &gt; General Information &gt; Documents and select eDIRECT Training &gt; Test Setup from the Document Type dropdown.</p> <p>DTCs and STCs may use these training modules to learn how to use the eDIRECT Materials Accountability Form.</p>

<b>What is Available?</b>	<b>Necessary Action</b>
Enrollments Window Closes – For changing testing windows only	Last day for DTCs to change testing windows by contacting DRC MAP Service Line. After March 30, 2018, DTCs will need to obtain DESE approval in order to change test windows. DTCs must submit an Appeal Request to DESE in order to change test windows. Requests to close a test window early will not be allowed after March 30, 2018; only test window extensions will be allowed with DESE approval.
<b>APRIL 2</b>	
<b>Summative Grade-Level Assessments State Test Window Opens</b>	
<b>APRIL 16</b>	
Printed Individual Student Reports (ISRs) Ordering Window Opens (optional)	Access in eDIRECT under All Applications > Materials > Enrollments. Districts have the option to order printed ISRs for the flat fee of \$350 during this window. Districts will receive two printed copies of each ISR for all tested students in the district. These are the same ISRs that are available electronically in the reporting system, just in hard copy and color format for easy distribution to parents. ISRs are packaged by school and shipped to the district. Each school package is sorted by grade-level and then alphabetically by student for each content area.  POs must be entered in the system and emailed to <a href="mailto:maphelpdesk@datarecognitioncorp.com">maphelpdesk@datarecognitioncorp.com</a>
<b>MAY 14</b>	
Additional Materials Ordering Window Closes	Access in eDIRECT under All Applications > Materials > Additional Materials. Last day for DTCs to order additional Large Print and Braille testing materials, extra shipping labels, or return boxes.
<b>MAY 25</b>	
<b>Summative Grade-Level Assessments State Test Window Closes</b>	
<b>MAY 29</b>	
Deadline to Schedule Pickup of Testing Materials	DTCs must contact UPS to schedule pickup of testing materials.
<b>JUNE 22</b>	
Printed Individual Student Reports (ISRs) Ordering Window Closes (optional)	Access in eDIRECT under All Applications > Materials > Enrollments.

### **Questions**

For questions about the test administration or other technical information, please contact:	For questions or information regarding MAP policy and testing procedures, please contact:
<b>DRC MAP Service Line</b> Phone: 1-800-544-9868 Email: <a href="mailto:maphelpdesk@datarecognitioncorp.com">maphelpdesk@datarecognitioncorp.com</a>	<b>Missouri Department of Elementary and Secondary Education, Assessment Section</b> Phone: 573-751-3545 Email: <a href="mailto:assessment@dese.mo.gov">assessment@dese.mo.gov</a> Website: <a href="http://dese.mo.gov/college-career-readiness/assessment">http://dese.mo.gov/college-career-readiness/assessment</a>