Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION.

DATA RECOGNITION
DRC
CORPORATION

MEMORANDUM

TO:	District Test Coordinators
FROM:	Data Recognition Corporation (DRC) MAP Service Line
DATE:	February 2, 2017
SUBJECT:	Spring 2017 MAP Grade-Level Summative Assessments Information Update

Dear District Test Coordinator,

This memo provides you with updated important information regarding the Spring 2017 MAP Grade-Level Summative Assessments. The Summative assessments will be accessed by students through the INSIGHT online testing platform. User information, student information, student groups, accommodations and test tickets 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, please see below for the dates when your students would appear in the system.

- 1st window – due to DESE 2/10/2017 – data available in eDIRECT on 2/27/17
- 2nd window – due to DESE 3/03/2017 – data available in eDIRECT on 3/13/17
- 3rd window – due to DESE 3/17/2017 – data available in eDIRECT on 3/27/17

NOTE: Participating in the pre-code process will populate students into the appropriate testing system. 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 following release dates have been established in preparation for the Summative assessments:

What is Available?	Necessary Action
FEBRUARY 1	
Test Coordinator's Manual (TCM) and Examiner's Manuals (EMs)	Access in eDIRECT under All Applications > General Information > Documents and select Manuals from the Document Type dropdown.
	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.
FEBRUARY 3	
Enrollments Window Closes	Last day for DTCs to order Large Print and Braille testing materials and provide ELA, Mathematics, and Science testing windows.
FEBRUARY 27	

What is Available?	Necessary Action
eDIRECT User Guide – Test Setup	Access in eDIRECT under All Applications > General Information > Documents and select eDIRECT User Guides from the Document Type dropdown. DTCs, STCs, and Teachers/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.
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.
Enrollments Window Opens – For changing testing windows only	DTCs can change testing windows during this window by contacting DRC MAP Service Line.
MARCH 9	
eDIRECT Training Module – Additional Materials (recorded)	Access in eDIRECT under All Applications > General Information > Documents and select eDIRECT Training > Additional Materials from the Document Type dropdown. DTCs may use these training modules to learn how to order additional Large Print and Braille testing materials.
MARCH 14	
Additional Materials Ordering Window Opens	Access in eDIRECT under All Applications > Materials > Additional Materials. DTCs may order additional Large Print and Braille testing materials, extra shipping labels, or return boxes.
MARCH 20	
Large Print and Braille Testing Materials Arrive at Districts	Delivered to District office.
Listening Transcripts	Access in eDIRECT under All Applications > General Information > Documents and select Listening Transcripts from the Document Type dropdown. NOTE: The DTC must contact the MAP Service Line to request access to specific listening scripts.
MARCH 24	
eDIRECT Training Module – Accountability Form (recorded)	Access in eDIRECT under All Applications > General Information > Documents and select eDIRECT Training > Test Setup from the Document Type dropdown. DTCs and STCs may use these training modules to learn how to use the eDIRECT Materials Accountability Form.

What is Available?	Necessary Action
MARCH 31	
Enrollments Window Closes – For changing testing windows only	Last day for DTCs to change testing windows by contacting DRC MAP Service Line.
	After March 31, 2017, 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 31, 2017; only test window extensions will be allowed with DESE approval.
APRIL 3	
Summative Grade-Level Assessments State Test Window Opens	
Guide to Interpreting Results (GIR)	Access in eDIRECT under All Applications > Report Delivery > MAP Grade-Level Reports and select GIR under the Resources menu on the right-hand side of page.
INSIGHT Online Reporting System User Guide	Access in eDIRECT under All Applications > Report Delivery > MAP Grade-Level Reports and select Users Guide under the Resources menu on the right-hand side of page.
APRIL 10	
eDIRECT Training Module – Reports (recorded)	Access in eDIRECT under All Applications > General Information > Documents and select eDIRECT Training > Reports from the Document Type dropdown.
APRIL 17	
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 maphelpdesk@datarecognitioncorp.com

What is Available?	Necessary Action
Electronic Student Rosters and ISRs	Access in eDIRECT under All Applications > Report Delivery > MAP Grade-Level Reports and select Student Roster under the Reports menu on the right-hand side of page.
	NOTE: Reports are available in eDIRECT 10 business days after the completion of testing – based on your posted testing window. For example, a district that completed testing on April 3 will have their ISRs available electronically on April 17.
MAY 15	
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.
MAY 26	
Summative Grade-Level Assessments State Test Window Closes	
MAY 30	
Deadline to Schedule Pickup of Testing Materials	DTCs must contact UPS to schedule pickup of testing materials.
JUNE 23	
Printed Individual Student Reports (ISRs) Ordering Window Closes (optional)	Access in eDIRECT under All Applications > Materials > Enrollments.
JULY 21	
Individual Student Report Labels Arrive at Districts	Delivered to District office.
AUGUST 11	
Printed ISRs Arrive at Districts (optional)	Delivered to District office for those that ordered printed ISRs.

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:
MAP Service Line Phone: 1-800-544-9868 Email: MAPHelpdesk@datarecognitioncorp.com	**Missouri Department of Elementary and Secondary Education Assessment Section** Phone: 573-751-3545 Email: assessment@dese.mo.gov Website: http://dese.mo.gov/college-career-readiness/assessment