

## 1. Will attendance be taken during the hour that testing begins?

Yes, teachers will take attendance, then there will be an announcement to dismiss students to their testing rooms.

## 2. Where will students be testing in the building?

Testing will be administered in several different rooms in the building such as the Community Room, Media Center, and others. Rosters will be available so everyone will know where to go.

## 3. When will students be testing?

The M-STEP will be given on the Tuesday after the SAT. Students with last names starting with A-K and all KAMSC students will test in a morning session. Students with last names starting with L-Z will test in an afternoon session.

## 4. Who will be supervising the testing rooms?

We will have several of our non-teacher staff members proctoring and assisting with logging in, computer help, etc.

## 5. Are students using Chromebooks or desktop computers to take the tests?

We will be using a combination of desktops and Chromebooks, depending on what room you are testing in.

## 6. If students are using Chromebooks, will the Chromebooks have a mouse to be used for test navigation?

Yes, mice will be provided with the Chromebooks.

## 7. Are the tests timed?

No, they are untimed, so students will be given as long as they need to finish.

## 8. Will students be able to use scratch paper?

Yes, but any scratch paper used during testing must be collected by the proctor at the end of testing for security reasons.

## 9. What do I do if I have an off-campus class during the time I am scheduled to test?

No worries, if you really need to attend your off-campus class such as your dual-enrolled class or an EFE/EFA class, you can take the test a couple of days later during some makeup sessions.

## 10. How does a student log in to begin the test?

When each student enters the testing room, he/she will be given a 'ticket' that will contain login information on how to get into the M-STEP test and begin taking it. The proctors will assist with any login questions you may have, and they will collect the ticket once you have logged on and begun the test.

## 11. Is taking the M-STEP a requirement?

Yes, the M-STEP is one part of the state required Michigan Merit Exam, or MME. The MME is composed of the SAT (college-readiness test), the WorkKeys (career-readiness test), and the M-STEP (Michigan curriculum tests). This is a state-required exam, and it is also a requirement for graduation from Portage Public Schools.

**12. What if I am absent on a test day?**

Students that are absent will be sent a pass that will show the day and time and place of their makeup testing session.

**13. Will the Media Center be open during testing?**

No, the Media Center will need to be closed during the testing times so that it can be quiet, but will reopen as soon as they can.

**14. Will the Learning Center be open during testing?**

Yes.

**15. What tests will I be taking as part of the M-STEP?**

11<sup>th</sup> graders in the state of Michigan will be taking tests in Science and Social Studies.

**16. What do I bring to the testing room?**

Just as we do for other types of standardized tests, here is a short list of what to bring, not to bring, and other expectations:

- No electronic devices are allowed in the testing room. Phones must be off and put away.
- All books and personal items that you bring in to the testing room will need to be placed under your desk.
- Once testing is underway, you must not give or receive help, view another student's computer screen for answers, cause a disturbance of any kind, remove any test materials from the testing room, or discuss test questions with anyone.
- No whispering or talking during the test session.