



**HIGHPOINT
VIRTUAL ACADEMY
OF MICHIGAN**

Highpoint Virtual Academy of Michigan

State Testing Guide for Families

School Year 2020-21

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School Policies

All students enrolled in public schools in the State of Michigan are required to participate in state testing. As a student of Highpoint Virtual Academy (a public school), your attendance at ALL testing events is mandatory*. Parents must ensure that students participate in all required state and local testing throughout the school year. This testing includes, but is not limited to:

- **M-STEP** (3rd – 11th) or MI-ACCESS (alternate assessment for 3rd – 11th)
- **NWEA MAP Testing** (Completed Online)
- **PSAT 8** – 8th graders
- **PSAT 9** – 9th graders
- **PSAT 10** – 10th graders
- **SAT with Essay** – 11th Graders
- **ACT WorkKeys** – 11th Graders
- **WIDA**- K-12th grades **Identified English Language Learners

*We understand that this year is unique due to COVID-19. The state of Michigan has filed and will continue to file a waiver for federal and state testing requirements for the 2020-21 school year. At this time, a waiver to not test in the Spring has been denied by the federal government. We are staying on top of this process and will update families as soon as information is available. Testing sites have been planned with current social distancing and PPE requirements.

Parents are responsible for transportation to and from all testing events, regardless of distance.

Lack of participation in required testing may place the student's continued enrollment at risk. If a student is unable to test due to a medical condition, a doctor's note will be required for missed assessments. Students who choose to not attend testing will be referred to the appropriate school Compliance Committee.

Vacations, holidays, and/or doctor's appointments CANNOT be scheduled during testing weeks.

Student and Family Expectations

- Families will place all testing dates on their family calendar and will not schedule vacations, doctor appointments, etc. on testing weeks.
- Families will confirm testing site assignments through Testing Nirvana for EACH in-person test administration.
- Students will be scheduled to the closest testing site based upon their address on file with the school and will take all exams at the same site for that administration.
- In the event that the site is filled to capacity and rescheduling of testing times and/or dates is needed, families will work with the Site Lead of the test site to schedule appropriate testing times.
- Students will arrive on time and ready to begin their assessments on the date(s) they have been scheduled for.
- Families will wait for their student to complete their assessments away from the testing site. Please discuss any arrangements with your Site Lead.
- Students will attend testing in appropriate school attire per the guidelines in the Student Handbook.
- **Student will NOT bring cell phones or any other electronic devices into the testing room.**
- **Students will NOT bring backpacks, purses, etc., into the testing room.**
- Students are expected to behave appropriately. Disruptions at the test site could result in dismissal from the test site. Students will bring along a book to read until the testing session is completed.
- Parents will promptly pick-up students at the end of the testing session.
- Due to COVID-19 requirements no adults or children will be able to remain at the testing site during test administration except the assigned student testing. This includes public areas within the assigned testing site building.

What to Expect on Testing Day

HVAM test sites are located across the state. Some sites are very large in order to accommodate the growing demand for testing seats in that area, while some are small, accommodating the few students that live in the area. We do our best to assign our students to the site closest to the address we have on file. It is imperative that families keep their address updated in our system.

Testing sites will vary and can be located at hotels, convention centers, Education Service Centers, or community colleges. Sites might be chilly or warm. It is best to dress in layers so you will be able to adjust your comfort accordingly.

It is important to get plenty of sleep the night before testing and to eat a nutritious breakfast before arriving to the testing site. Your testing Site Lead will provide you with any additional details and will notify you if snacks are not allowed at your test site.

Check in times for most test sites is either 8 am or 12:30 pm. Please do not arrive at the site earlier than the times listed in Testing Nirvana. Most sites will begin reading instructions between 8:30am – 8:45 am, with testing starting immediately after. Students should be prepared to stay at the test site for the duration of the test session. Students may not be released from the testing room until the testing session has completed. Restroom breaks will be allowed. Please bring a book to read until you are dismissed from the testing room.

Cell phones and other electronic devices are strictly prohibited. Students need to leave these items with their parents/at home or check these items in during registration. Students found with electronic devices in the testing room could have their test scores invalidated. Highpoint Virtual Academy is not responsible for any lost or stolen items. Please leave your valuables at home.

Please check the FAQs listed in Appendix A for more information.

Michigan State Assessments

Elementary and Middle School Students

The spring 2021 M-STEP (and PSAT) will be given to elementary and middle school students in the following grades and subjects:

- MStep English Language Arts (ELA) and Mathematics (Grades 3 – 7)
- PSAT 8 English Language Arts (ELA) and Mathematics (Grade 8)
- Science and Social Studies (Grades 5 and 8)

High School Students

PSAT 9 will be given to all 9th graders and PSAT 10 to all 10th graders. They both include these sections:

- Reading
- Writing and Language
- Math

ACT WorkKeys, MSTEP Science and Social Studies, and SAT with Essay will be given to all 11th and eligible 12th grade students. SAT includes these sections:

- Reading
- Writing and Language
- Math

WIDA ACCESS for ELLs 2.0

Students in grades K-12 who have been identified as English language learners (ELLs) are required to take the ACCESS for ELLs 2.0 exam. This exam measures English language performance and is given every year in order to assist the school in monitoring the language development of students identified as English learners. The Spring 2021 WIDA testing window is open February – March.

For more information about any of these assessments, please visit:

ACT WorkKeys - https://www.michigan.gov/mde/0,4615,7-140-22709_35150---,00.html

MI-ACCESS - http://www.michigan.gov/mde/0,4615,7-140-22709_28463---,00.html

M-STEP - http://www.michigan.gov/mde/0,4615,7-140-22709_70117---,00.html

PSAT - http://www.michigan.gov/mde/0,4615,7-140-22709_35150---,00.html

SAT - https://www.michigan.gov/mde/0,4615,7-140-22709_35150---,00.html

WIDA - http://www.michigan.gov/mde/0,4615,7-140-22709_40192---,00.html

State Testing Calendar Grades 3 – 11

Grade	Date	Test	Session Time
3 rd	5/3/21 Part 1 5/4/21 Part 2	M-STEP Math & ELA *Students may finish in one day but two is planned and recommended.	4 hours*
4 th	5/3/21	M-STEP Math & ELA	4 hours*
5 th	4/19/21 Part 1 4/20/21 Part 2	M-STEP Math/Soc St M-STEP ELA/Science	4 hours* 4 hours*
6 th	5/5/21	M-STEP Math & ELA	4 hours*
7 th	5/5/21	M-STEP Math & ELA	4 hours*
8 th	4/12/21 4/13/21	M-STEP Science & Soc. Studies PSAT 8/9 (ELA & Math)	4 hours 4 hours*
9 th	4/14/21	PSAT 8/9	4 hours
10 th	4/15/21	PSAT 10	4 hours
11 th	4/12/21 4/13/21 4/14/21	MSTEP Science and Social Studies SAT with Essay ACT WorkKeys	4 hours 3 hours 4hours*

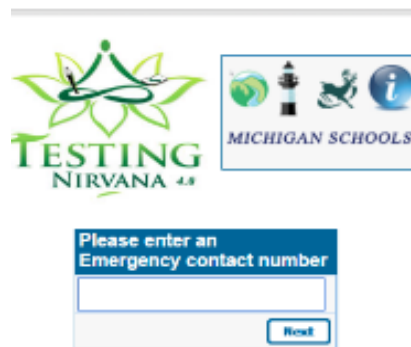
*Times listed above are estimations only. Test is not timed.

Note: Dates may vary to accommodate for students' special needs and space availability.

Testing Nirvana Confirmations

Testing Nirvana is utilized by Highpoint to manage the task of assigning students to sites for in-person testing. It is extremely important that you confirm your testing location and dates. Confirmations and site assignments for Spring testing will be released in mid-March.

- You will receive an email that contains the following link:
 - [Click here to confirm your scheduled assignments](#)
- You will then be prompted to enter in an “Emergency Contact Number:



- After you enter your contact number, click “Submit”
- Your testing assignments will appear next:

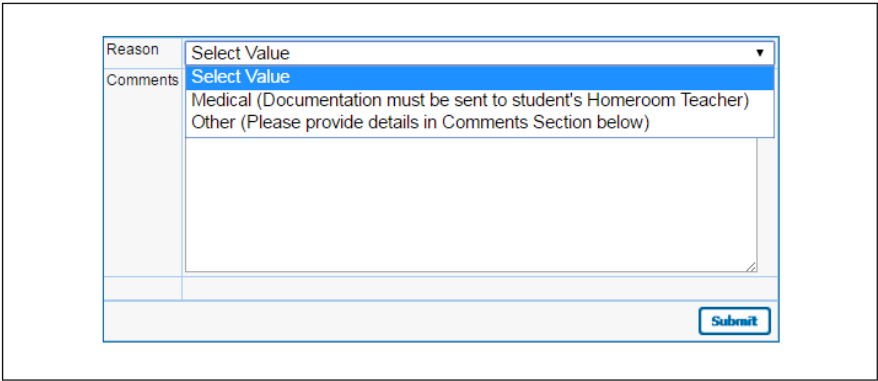
Here are your scheduled assignments.
Please review them and the confirm by using the edit link,
or by selecting one of the 'All' links to the right.
If you select Not Confirmed for any assignment
a school official will contact you.

Testing Documents	MVCA FALL MAP TEST - K-8 Assignments for your family										PRINT
No documents	First Name	Last Name	Grade	Site	Address	Distance	Day	Time	Map	Tests	Edit
			8th Grade		678 FRONT AVE NW GRAND RAPIDS	11.46 miles	Friday: September 16th	08:00 AM to 11:00 AM		MAP TESTING	No selection yet


CONFIRM ALL


SET ALL TO NOT CONFIRMED

- A list of helpful documents appears on the left under “Testing Documents.”
- Click “**Confirm All**” to confirm all assignments at once
- Click the “**no selection yet**” link under “**edit**” to confirm your assignments individually.
- If you click the red “x” to decline the assignment, a pop up window will appear that includes 2 “reason” options for declining –



Reason: Select Value

Comments: Select Value

Medical (Documentation must be sent to student's Homeroom Teacher)

Other (Please provide details in Comments Section below)

Submit

Close

- If you decline, you **must** add details in the “comments” box.

Appendix A: FAQs

How long will the test take?

M-STEP & MI-ACCESS exams are untimed, but are approximately 4 hours per session.

PSAT and SAT exams are timed and are about 3 hours long, but will be scheduled for 4-hour sessions to allow for check-in and the non-test paperwork. Students may not leave PSAT/SAT tests early.

What will be on the test?

M-STEP & MI-ACCESS is aligned to Michigan's challenging learning standards for students in grades 3-8, 11 (and eligible 12).

M-STEP - students taking M-STEP in grades 3,4,6,7 will be tested on ELA and Math; and grade 5 on ELA, Math, Science and Social Studies. Grade 8 will take PSAT for ELA & Math and M-STEP for Science and Social Studies. Grade 11 will take SAT for ELA & Math, Workkeys, and M-STEP for Science and Social Studies.

Information on MStep Practice Tests: https://www.michigan.gov/mde/0,4615,7-140-22709_70117-350540--,00.html

MI-ACCESS – students who qualify for an alternative test will take MI-ACCESS ELA and Math in grades 3-8 and 11. In addition, students in grades 4, 7 and 11 will take MI-ACCESS Science and grades 5, 8 and 11 will take MI-ACCESS Social Studies.

PSAT - Students in grades 8, 9 & 10 will be tested on the PSAT (Reading, Writing and Language, and Math).

PSAT Practice tests and more information can be found here:

<https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/practice>

SAT and WorkKeys – Students in grade 11 (and eligible 12th) will take the SAT and ACT WorkKeys.

SAT and WorkKeys Practice Tests can be found here:

SAT: <https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-tests>

WorkKeys: <https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html>

Why do we have to test?

State and Federal laws require that all students attending a public school participate in state assessments. These tests provide an important snapshot of student achievement at state, district and building levels, as well as valuable information to parents on their child's academic achievement. They also provide important data for teachers, schools, and districts to help guide instruction.

What site will I be testing at?

Site assignments are determined by geographical location and the address information we have for you on file. Approximately one (1) month before the test, we will assign all students to their closest site and an email will be sent to you to confirm the site assignment through Testing Nirvana. Please make sure we have your correct physical address and email address on file.

How can I change my test site?

Following the directions provided in the Testing Nirvana section of this manual will show you how to request a different testing location. We will do our best to accommodate your request. Please note you only have a few days to request a site change once Testing Nirvana is opened for confirmations. You may revisit Testing Nirvana at any time to view your site assignments.

What do the test scores mean?

Test scores can be difficult to interpret. The following web links contain detailed descriptions of what your child's scores mean.

MI-ACCESS - http://www.michigan.gov/documents/mde/Parent_Guide_to_MI-Access_Final_8.10.16_531866_7.pdf

M-STEP How to Read Your Child's Grades - http://www.michigan.gov/documents/mde/How_to_Read_Score_Report_Grades_3-8_531963_7.pdf

M-STEP Parent Report Video - https://www.youtube.com/watch?v=hvenxL17_So

Why do we need to be at the test site so early?

Most tests sites open at 8AM to begin the registration process. The testing session will then begin around 8:30AM. It is important to arrive to your site on time in order to be registered and seated in your testing room. Arriving earlier than 8AM is not advised. There will be a period of waiting, depending on the size of your test site, as we cannot begin the testing session until all students are present and seated. Your patience is greatly appreciated.

May we bring snacks?

Some sites allow snacks to be brought into the testing room, while others do not. Please check Testing Nirvana and your email regularly for important updates and information from your testing Site Lead. Do not bring any products containing peanuts. Water is allowed in a bottle with a lid.

Why may I not bring in a cell phone or other electronic device?

Cell phones and other electronic devices are strictly prohibited in the testing room by the State of Michigan. Such devices compromise test security and confidentiality. If a student is found with an electronic device in the testing room, their test could be invalidated and not scored. Disciplinary action from the school could follow.

I want to pop in and check on my child during the test. Is this possible?

Parents and other unauthorized persons are not allowed in the testing room. Highpoint must protect the confidentiality and security of these tests at all times. Each employee or proctor who has any contact with the tests go through extensive training and sign oaths regarding this confidentiality.

Why are families/parents not allowed to stay at the test site while the student is testing?

You have done everything that you can to prepare your child for testing. Now is the time to let them shine! When your child enters the testing room, they work hard to put all that knowledge into the test. It can be stressful. When they take a restroom break and spot you in the hallway, their emotions often take over and their concentration can be broken. This is especially true for many of our younger students. When they spot mom in the hallway, and although they have been just fine, suddenly they want to be near mom and return home.

Additionally, many of our facilities do not have adequate space to accommodate parents and families. We also must ensure we have established a quiet testing area for our students. Additional people on site are often a distraction. Please help us ensure we maintain a quiet testing area for your student and make arrangements to wait elsewhere during the test.

Why can't my student leave when they are done?

Dismissing students during a test administration is very distracting to other students that are still testing. It is very important that you take your time and check your work before turning in your test materials. There are 4 hours of testing time. Establish a plan and use your time wisely. Please bring a book to read after you complete your assessment.

Do I need to sign my student in and out? Why can't they come in by themselves and walk out to my car when they are done?

Student safety is our number one priority. Please walk your student into the testing facility to sign them in and provide us with emergency contact information. You will also be required to come into the testing facility to sign your child out so we are able to ensure the child left with the correct person and arrives home safely. Please keep in mind that you will need to pick your child up immediately after testing has been completed for the day. High School students that will be driving themselves to and from testing will need to let the Site Lead know in advance.

I really don't understand the whole registration/sign-in/sign-out process. Why can't I just take my child home when they are done testing?

Our staff at each site tries to make the sign-in/sign-out process as easy as possible. However, we must be fair to the testers. Consider this: Your child is testing, yet several other students are done. The staff members are allowing students to get up and leave once they are finished. Your child begins to feel pressured, as if they are working too slowly. Everyone else is done, after all, and they want to go home too. Releasing students when they are done has proven time and time again to be distracting to those who are still testing.

Also consider that the staff members need to be focused on the students who are testing, not on chaperoning students down the hall to their awaiting parents. Prepare your child to be in the testing room for up to 4 hours, or until the group is done. Send a book they like to read. Send them with a cozy sweater so they can lie their head down and rest while waiting.

Once dismissal begins, staff members will release students to parents, checking to make sure each child is heading home with the right person.

While we understand this process is sometimes slow, we take student safety very seriously. Thank you in advance for your patience!

What happens if the student is sick on the test day?

If a child is sick during testing, you will need to provide the school with a doctor's note. Please be sure to communicate these issues with the Site Lead and/or attendance specialist that will be calling you. There could be opportunities later that week to make up the test at your site.

If we live far away, do we have to attend testing?

All students enrolled in a public school in Michigan are REQUIRED to attend testing. This manual provides you with all the dates far in advance. Please begin making your plans and arrangements to get your student to testing immediately. Please contact your Homeroom teacher or Site Lead if you need help getting to your testing site. **Students may qualify for transportation following our McKinney-Vento Policy. Please contact an administrator for additional information.**

I do not have a car. How do I get to testing?

Please use the dates listed in this manual to set up any arrangements you will need to make in order to get your student to testing. **Students may qualify for transportation following our McKinney-Vento Policy. Please contact an administrator for additional information.**

I work full time. How do I get my student to testing?

Please use the dates listed in this manual to set up any arrangements you will need to make in order to get your student to testing. **Students may qualify for transportation following our McKinney-Vento Policy. Please contact an administrator for additional information.**

What time do we have to be at the test site?

Most sites begin the registration process at 8:00AM and begin the testing session by 8:30AM. Please pay close attention to the times listed in Testing Nirvana and to any emails you receive.

Will my child be able to leave for lunch?

Lunch breaks are typically not permitted during testing as there is a 4-hour time limit to complete most* assessments. Since most sites allow snacks, you may send your child with a small baggie filled with a snack to eat. Please make sure you do not bring any items containing peanut products and that the snack is not greasy, sticky, messy, etc. Goldfish, pretzels, etc. are good choices.

May we wait in the lobby while my student tests?

Once a student has been registered, any persons that accompanied the child to the testing site need to depart.

Can my anxious child test in a small group or alone?

If your student has a small group or individual testing accommodation in an IEP or 504, he/she will be allowed to test in that setting for M-STEP or MI-ACCESS.

What do we do if we are late?

Please continue to make your way to the test site if you are running late. If you are contacted by the testing Site Lead or an attendance specialist, let them know you are on your way. We need to test on the assigned day and can often get a student started after the session has begun. The late arriving student will have the full time to complete their assessment. Please note, for PSAT and SAT test takers, students cannot start testing after 9am.

What do I need to bring?

The only items a student would need to bring to testing are a book to read when they are finished, a light sweater in case the testing room is cool, and a small snack if allowed by the test site. No backpacks, purses, cell phones, or other electronic devices may be brought into the testing room.

My student has an IEP/504 plan. How does the site know what accommodations my student has?

The Special Education Department gathers all information regarding accommodations and provides them to the Site Leads. Testing Accommodations that are documented in IEPs/504 will be received at the test site. If you have questions about your testing accommodations, please reach out to your Special Education teacher.

When will I receive scores?

Timing of score release varies by state assessment but typically occurs in early Fall. The Michigan Department of Education releases scores sheets directly to the school offices. Copies of scores will be placed in student files and the original score reports sent via USPS to the Learning Coach.

Will my child need to wear a mask during testing?

Due to current COVID-19 requirements, all students will be required to wear a mask into the testing site as well as during the test. If your child has a medical issue that prevents him/her from wearing a mask, contact your child's administrator for further information.

Will COVID-19 protocol be followed at the testing site?

All testing sites are reserved based on current social distancing requirements. Personal Protective Equipment (PPE), masks, will be required to be worn at the testing site by anyone entering the building. Masks must remain on during the entire time inside the building. Hand sanitizer will be available at all testing sites as well as additional masks. COVID-19 protocol at testing sites may change as it is based on the state requirements during the time of testing.