



**HIGHPOINT  
VIRTUAL ACADEMY  
OF MICHIGAN**

**Highpoint Virtual Academy of Michigan**

State Testing Guide for Families

School Year 2022-2023

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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 of Michigan (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** - (3<sup>rd</sup> – 11<sup>th</sup>) or MI-ACCESS (alternate assessment for 3<sup>rd</sup> – 11<sup>th</sup>)
- **PSAT 8** – 8th graders
- **PSAT 9** – 9<sup>th</sup> graders
- **PSAT 10** – 10<sup>th</sup> graders
- **SAT with Essay** – 11<sup>th</sup> Graders
- **ACT WorkKeys** – 11<sup>th</sup> Graders
- **WIDA**- K-12<sup>th</sup> grades \*\*Identified English Language Learners
- **SEE BELOW FOR DETAILS BY GRADE LEVEL**

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 Compliancy 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.
  - Parents must communicate with their advisor and submit an appropriate Proof of Residency to keep addresses up to date.
- 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 Attendance Team 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.** Testing Proctors will request and collect any cell phones prior to starting tests. Cell phones observed during testing will result in an invalidated test.
- **Students will NOT bring backpacks, purses, etc., into the testing room. Leave valuables at home.**
- Students are expected to behave appropriately. Disruptions at the test site could result in dismissal from the test site.
- Parents will promptly pick-up students at the end of the testing session.

## What to Expect on Testing Day

HVAM test sites are located across the state. Some sites are very large 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 or lunch 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 8:15 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 based on individual testing requirements.

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 by Grade

**\*Please Note:** Indicated test dates are subject to change based on individual student accommodations per IEP or 504, site size and availability.\*

### Grades 3-7:

The spring **2023 M-STEP** (computer-based assessment) will be given to elementary and middle school students in the following grades and subjects:

- **Grade 3:** English Language Arts (ELA) and Mathematics
  - *3<sup>rd</sup> Grade Retention Information:* [Facts for Families 3rd Grade Retention](#)
  - Test Date: Monday, April 10
- **Grade 4:** English Language Arts (ELA) and Mathematics
  - Test Date: Monday, April 10
- **Grade 5:** English Language Arts (ELA), Mathematics, Science and Social Studies
  - Test Dates: Thursday, April 20 and Friday, April 21
  - **Please Note:** 5<sup>th</sup> Grade students require 2 days of testing to ensure adequate testing time.
- **Grade 6:** English Language Arts (ELA) and Mathematics
  - Test Date: Thursday, April 20
- **Grade 7:** English Language Arts (ELA) and Mathematics
  - Test Date: Friday, April 21
- **Total Testing Time:** This varies for MStep as it is UNTIMED. Expect your student to need 1-2 hours per test.
- *SEE BELOW FOR LINKS TO PRACTICE TESTS*

### Grade 8:

**8<sup>th</sup> grade** students take **both the M-Step** (computer-based assessment) **and the PSAT 8** (paper-based assessment) in the following subjects:

- Please Note: 8<sup>th</sup> Grade students require 2 days of testing due to multiple tests and formats.
- **8<sup>th</sup> Grade MStep:** Social Studies and Science
  - Test Date: Tuesday, April 11
- **PSAT 8:** English Language Arts (ELA) and Mathematics
  - Test Date: Thursday, April 13
  - PSAT assessments have specific allowable testing dates. It is imperative your student attends on the assigned day as rescheduling may not be possible.
- **Testing Time:**
  - MStep is UNTIMED: Expect your student to need approximately 1-2 Hours per test.
  - PSAT 8 is TIMED: Expect 3 Hours of testing.
- *SEE BELOW FOR LINKS TO PRACTICE TESTS*

**\*Please Note:** Indicated test dates are subject to change based on individual student accommodations per IEP or 504, site size and availability.\*

### **High School Students**

- **Grade 9: PSAT 9** (paper-based assessment): Includes Reading, Writing and Language, and Math
  - Test Date: Friday, April 14
  - PSAT assessments have specific allowable testing dates. It is imperative your student attends on the assigned day as rescheduling may not be possible.
  - **Testing Time:** PSAT 9 is TIMED - Expect 3 Hours of testing.
  
- **Grade 10: PSAT 10** (paper-based assessment): Includes Reading, Writing and Language, and Math
  - Test Date: Friday, April 14
  - PSAT assessments have specific allowable testing dates. It is imperative your student attends on the assigned day as rescheduling may not be possible.
  - **Testing Time:** PSAT 10 is TIMED - Expect 3.5 Hours of testing.
  
- **Grade 11** (and 12<sup>th</sup> Graders who did not test previously)
  - Please Note: 11<sup>th</sup> Grade students require 3 days of testing due to multiple tests and formats.
  - **MStep 11:** Science and Social Studies (computer-based assessments)
    - Test Date: Tuesday, April 11
  - **SAT with Essay** (paper-based assessment): Includes Reading, Writing and Language, and Math
    - Test Date: Wednesday, April 12
    - SAT assessments have specific allowable testing dates. It is imperative your student attends on the assigned day as rescheduling may not be possible.
  - **ACT WorkKeys:** Includes Applied Math, Graphic Literacy and Workplace Documents
    - Test Date: Thursday, April 13
    - ACT WorkKeys has specific allowable testing dates. It is imperative your student attends on the assigned day as rescheduling may not be possible.
  - **Testing Time:**
    - MStep is UNTIMED: Expect your student to need approximately 1-2 Hours per test.
    - SAT with ESSAY is TIMED: Expect 4-5 Hours of Testing.
    - ACT WorkKeys is TIMED: Expect 3.5 Hours of Testing.
  
- *SEE BELOW FOR LINKS TO PRACTICE TESTS*

**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 2023 WIDA testing window is open February – March.

**Test Dates:** Please watch for more information from your ELL Instructor.

**MI-ACCESS:**

MI-Access is Michigan's alternate assessment system and is designed for students with the most significant cognitive disabilities, and whose IEP (Individualized Education Program) Team has determined that the assessments listed above, even with accommodations, are not appropriate. MI-Access satisfies the federal requirement that all students with disabilities be assessed at the state level.

MI-Access is based on Michigan's alternate content expectations for English language arts, mathematics, science and social studies. Only students whose primary instruction is based on the alternate content expectations and meet the definition of a student with the most significant cognitive disabilities may take MI-Access. Please note that MI-Access is not designed for students with mild disabilities.

IEP teams must follow the guidelines for participation in MI-Access. When any level of MI-Access is selected as the state level assessment for any student, schools must provide the parents/guardians of that student: 1) information regarding the academic achievement standards on which their performance will be measured, and 2) how participation in this assessment may delay or otherwise affect (or prevent) the student from completing the requirements for a regular high school diploma.

**Test Dates:** Please watch for more information from your Special Education Teacher.



## Practice Tests and Additional Information

### Third Grade Reading Law:

- **Facts for Families:** [https://www.michigan.gov/-/media/Project/Websites/mde/gsrp/parents/grade\\_3\\_reading\\_facts\\_families\\_final\\_tj.pdf?rev=b8e0f097288f48ff8aff62734d5a7df4](https://www.michigan.gov/-/media/Project/Websites/mde/gsrp/parents/grade_3_reading_facts_families_final_tj.pdf?rev=b8e0f097288f48ff8aff62734d5a7df4)

### MStep (Grades 3-8 and 11)

- **Practice Tests:** <https://wbte.drctdirect.com/MI/portals/mi> (Chrome browser)
- **Answer Keys for Practice Tests and Instructions:** <https://www.michigan.gov/mde/services/student-assessment/m-step/content-specific-information/online-practice-for-m-step-ela-math-science-and-social-studies>

### PSAT 8/9 (Grades 8,9):

- What's on the Test: <https://satsuite.collegeboard.org/psat-8-9/whats-on-the-test>
- How to Prepare: <https://satsuite.collegeboard.org/psat-8-9/preparing/k12-educators-resources-students>
- PSAT 8/9 Student Guide: <https://satsuite.collegeboard.org/media/pdf/psat-8-9-student-guide.pdf>

### PSAT 10 (Grade 10):

- What's on the Test: <https://satsuite.collegeboard.org/psat-10/whats-on-the-test>
- How to Prepare: <https://satsuite.collegeboard.org/psat-10/preparing>
- PSAT 10 Student Guide: <https://satsuite.collegeboard.org/media/pdf/official-student-guide-psat-10.pdf>

### SAT (Grade 11):

- How to Prepare: <https://satsuite.collegeboard.org/sat/practice-preparation>
- SAT Student Guide: <https://satsuite.collegeboard.org/media/pdf/sat-student-guide.pdf>
  - See Page 3 for information regarding sending scores to colleges and universities.

### ACT WorkKeys (Grade 11)

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

## 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 February.

- 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:

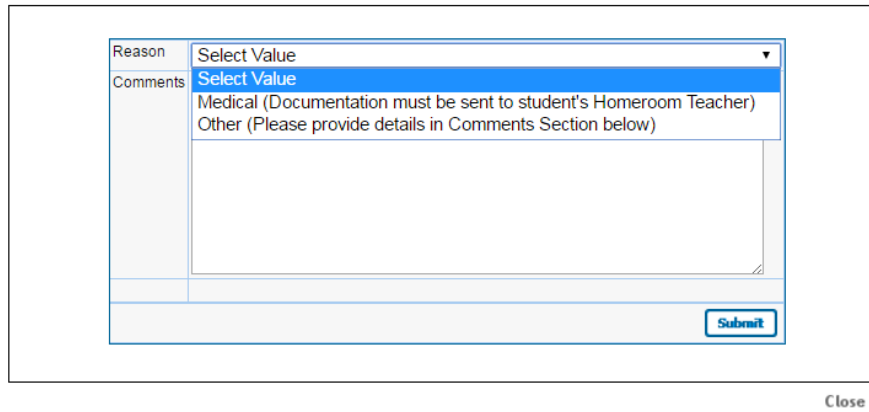
- After you enter your contact number, click “Submit”
- Your testing assignments will appear next:

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		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 –













The screenshot shows a form with two main sections: "Reason" and "Comments". The "Reason" section contains a dropdown menu with "Select Value" selected. The "Comments" section contains a text area with "Select Value" at the top, followed by "Medical (Documentation must be sent to student's Homeroom Teacher)" and "Other (Please provide details in Comments Section below)". A "Submit" button is located at the bottom right of the form. A "Close" button with a small icon is visible at the bottom right of the entire window.

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

## Health and Safety

Your Student's Health and Safety is our top concern. Please note the following with regards to In-Person State Assessments:

- **Masking** is optional. If you have specific medical concerns regarding being in-person, please contact your HR Teacher, Advisor or Site Lead.
- **Hand sanitizer and masks** will be available at the site.
- **Testing Excusals:** MDE very rarely approves medical or other exemptions. If your doctor determines in-person testing is not allowable for your student, please send written documentation from your doctor to your HR teacher or advisor.
- **If your student is sick on the day of scheduled testing:**
  - Contact your site's attendance team. Information specific to each site will be provided in advance.
  - Testing will be rescheduled.
  - Please provide medical documentation to [hvamattendance@highpointva.org](mailto:hvamattendance@highpointva.org).
- **Covid-19:**
  - Students testing positive for Covid-19 or are identified as a close-contact may not test for a minimum of 5 days. Students testing within the 10-day period will be asked to mask between days 6 and 10.
  - Due to the vulnerable nature of some of our students, we ask that students who are a close-contact do not test during the initial 5 day window.
  - See below for MDHHS recommendations:

		Who is Impacted	Public Health Recommendations
 <b>COVID-19 Infection</b>	Any individual who tests positive for COVID-19 and/or displays COVID-19 symptoms (without an alternate diagnosis or negative COVID-19 test) regardless of vaccination status.	<ul style="list-style-type: none"> <li> Isolate at home for 5 days (day "0" is day symptoms begin or day test was taken for those without symptoms); and</li> <li> If symptoms have improved or no symptoms developed, may leave isolation after day 5 and wear a well-fitting mask, for 5 more days (ending after day 10).*</li> </ul>	
 <b>COVID-19 Exposure</b>	Close contact exposed to someone with COVID-19, regardless of vaccination status.	<ul style="list-style-type: none"> <li> Monitor symptoms for 10 days.</li> <li> Test 5 days after exposure and if symptoms develop.</li> </ul>	<ul style="list-style-type: none"> <li> Wear a well-fitting mask around others for 10 days after exposure.</li> <li> Avoid unmasked activities or activities with higher risk of exposing vulnerable individuals.**</li> </ul>

\* You may remove your mask sooner than day 10 with two sequential negative antigen tests 48 hours apart. If a mask cannot be worn, 10 days of home isolation is recommended.  
\*\* Activities with immunocompromised or other high-risk individuals, social/recreational activities in congregate settings or when community levels are high.

## Appendix A: FAQs

### 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.

#### **Can I "Opt Out"?**

While HVAM and the MDE support parents in making choices for their children, there is no acceptable way under state or federal law to allow an "opt-out" of state assessments. HVAM is required to test 95% of their students. Students who are not assessed this year will count against HVAM's required 95% participation rate, which will create an incomplete picture of the school and your student's performance.

**State Testing is a great way for your children to meet their classmates, teachers and give you, the parent, important information about their academic progress.**

### 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.

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

Most tests sites open at 8 AM to begin the registration process. The testing session will then begin around 8:30 AM. It is important to arrive to your site on time in order to be registered and seated in your testing room. Arriving earlier than 8 AM 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.

### **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.

## **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.

## **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. Please see the Health and Safety section of this document for more information.

## **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. **Please contact your HR Teacher or Advisor if transportation is a concern.**

## **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. **Please contact your HR Teacher or Advisor if transportation is a concern.**

## **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. **Please contact your HR Teacher or Advisor if dates are a concern.**

**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. Be sure your student has a good breakfast or lunch (depending on time of test) prior to arriving.

**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 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?**

At this time, students are not required to wear a mask. Students MAY wear a mask. If special medical accommodations are needed, please contact your HR teacher or advisor to discuss immediately. Please see the Health and Safety Section of this document for additional information.