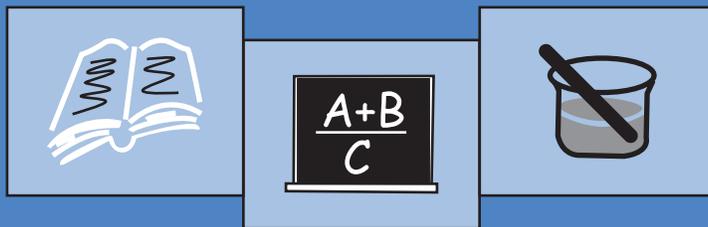




Participation
Supported Independence
Functional Independence



Instructions for the
MI-Access Online
Answer Document Pilot



Fall 2012

**Test Administrator Manual Addendum:
MI-Access Online Pilot**

MICHIGAN STATE BOARD OF EDUCATION
STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW

The Michigan State Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Michigan State Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.



Michigan State Board of Education

John C. Austin

Nancy Danhof

Marianne Yared McGuire

Kathleen N. Straus

Cassandra E. Ulbrich

Daniel Varner

Eileen Weiser

Richard Zeile

Michael P. Flanagan
Superintendent of Public Instruction

Rick Snyder
Governor

STATE BOARD OF EDUCATION STRATEGIC GOAL

**Significant and meaningful improvements in the academic performance of all students/children
with major emphasis on the persistently lowest achieving schools and students.**

Revised 9-14-10

Table of Contents

Introduction and General Information	7
What’s New: MI-Access Online Pilot.....	7
About the Test Administrator Manual Addendum: MI-Access Online Pilot.....	7
Abbreviations Index.....	8
Background Information.....	8
Administrators for the MI-Access Assessments	10
Professional Assessment Administration Practices	10
Online Security Compliance Form.....	11
Contact Information	11
General Overview of Roles and Responsibilities	12
Summary of Required DTC Tasks.....	12
Summary of Required STC Tasks	13
Summary of Required AA Tasks.....	13
Preparing for the Fall 2012 MI-Access Online Pilot	14
System Preparation.....	14
Logging into the iTester Administration Site	14
Logging in as a DTC	14
Logging in as a STC	15
Logging in as an AA (FI AA, PAA, or SAA).....	15
Initial Log in.....	16
Can’t Log in?	16
Reset Password.....	17
Complete Security Compliance	18
iTester Home Page	19
Create Accounts	21
DTC Creates STC Accounts	21
STC Creates AA Accounts	23
Edit an Account for an Existing User	24
Add New AA Accounts Following Initial Account Creation	25
Student Groups	26
Create New Student Groups	26
View/Edit Student Groups	27

- Students**.....29
 - View Students..... 29
- Student Demographic Information**30
 - Reporting and FI Accommodations..... 30
- Entering Student Ratings/Responses in the Online Answer Document**33
 - Functional Independence..... 33
 - Changing a Previously Recorded Rating 36
 - Reset Button 37
 - Reset All Button 37
 - Participation and Supported Independence 37
 - Changing a Previously Recorded Rating 40
 - Reset Button 41
 - Reset All Button 41
 - Affirming Student Ratings (P/SI Only)..... 41
- Site Completion**44
- Help**44
- Fall 2012 MI-Access Online Pilot Administrator Survey**44

Introduction and General Information

What’s New: MI-Access Online Pilot

During the Fall 2012 administration of MI-Access, the Bureau of Assessment and Accountability (BAA) is offering districts and schools the option of using an online interface, called iTester, in which to electronically record Participation (P), Supported Independence (SI), and Functional Independence (FI) student ratings/responses. The iTester Administration Site, which houses the iTester interface, is the system that will be available online to participants. Participation is voluntary. Administrators participating in the Fall 2012 MI-Access Online Pilot will have two manuals for reference: (1) the *2012/2013 MI-Access Test Administrator Manual (TAM)*, and (2) this *Test Administrator Manual Addendum: MI-Access Online Pilot (TAM Addendum)*.

The online pilot will be administered during the regular MI-Access test window from **October 1 — November 9, 2012** in conjunction with the regular paper/pencil MI-Access administration.

The administration of the MI-Access assessments will not be impacted in any way by this pilot. Assessment Administrators will transfer the student ratings or responses from the FI student test booklets or P/SI Scoring Documents to the Online Answer Document.

About the Test Administrator Manual Addendum: MI-Access Online Pilot

This TAM Addendum is designed to accompany the 2012/2013 TAM that is provided for each administration of MI-Access. The TAM provides all general instructions for distributing, using, and returning MI-Access assessment materials. Most importantly, it gives the Assessment Administrator directions for assessing each population of MI-Access students: Participation, Supported Independence, and Functional Independence. This TAM Addendum will provide additional directions to those participating in the pilot. It will guide administrators through the online process—how to navigate and perform set-up functions in the iTester Administration Site, how to enter student ratings/responses in the Online Answer Document, and also provides directions for accessing and completing the testing session. The TAM Addendum must be used in conjunction with the TAM.

The Michigan Department of Education’s (MDE) BAA recommends that you read the entire addendum, if possible, so you understand who is responsible for what according to each user role. If you cannot read the entire addendum, please be sure to read the Introduction and General Information and the section (or sections) that pertain to your role in the assessment administration process. Doing so will ensure that the students’ ratings/responses are accurately scored, reported, and counted for No Child Left Behind Adequate Yearly Progress purposes.

Abbreviations Index

The following acronyms will be used throughout the manual:

- American Printing House (APH)
- Bureau of Assessment and Accountability (BAA)
- District Test Coordinator (DTC)
District Test Coordinator (DTC) is the iTester equivalent of MI-Access District Coordinator, which is typically used for MI-Access.
- Educational Entity Master (EEM)
- English Language Arts (ELA)
- English Language Proficiency Assessment (ELPA)
- Functional Independence (FI)
- Functional Independence Assessment Administrator (AA)
- Michigan Department of Education (MDE)
- Michigan Student Data System (MSDS)
- Office of Standards and Assessment (OSA)
- Participation/Supported Independence (P/SI)
- Primary Assessment Administrators (PAA)
- School Test Coordinator (STC)
School Test Coordinator (STC) is the iTester equivalent of MI-Access School Coordinator, which is typically used for MI-Access.
- Shadow Assessment Administrators (SAA)
- State Board of Education (SBE)
- Student Test Number (STN)
Student Test Number (STN) is the iTester equivalent of Unique Identification Code (UIC), which is typically used for MI-Access.
- Test Administrator Manual (TAM)

Background Information

Based on positive post-administration survey feedback from the Spring 2012 MI-Access Online Pilot, the MDE's BAA is conducting a Fall 2012 MI-Access Online Pilot in grades 3-8. Inclusion of grades 3-8 will allow the BAA to expand its sample size to gather additional data about what the actual benefits may be of using an Online Answer Document. As with the Spring 2012 MI-Access Online Pilot in grade 11, the Fall 2012 pilot in grades 3-8 will include all three MI-Access populations: Participation (P), Supported Independence (SI), and Functional Independence (FI).

For P/SI, the Online Answer Document allows direct transfer of Primary Assessment Administrator (PAA) and Shadow Assessment Administrator (SAA) ratings into an online system from the traditional Scoring Documents, or tear-out sheets, eliminating the need to transfer ratings by hand to the student's answer document. The Online Answer Document is designed solely for use by the PAA and SAA, not by the students themselves, so administration of the MI-Access assessments to students ***will not be impacted in any way.***

For FI, the Online Answer Document allows the direct transfer of student responses by Assessment Administrators into an online system from the student’s test booklet. The Online Answer Document is designed for use by the FI Assessment Administrator (FI AA), not by the students themselves, so administration of the MI-Access FI assessments *will not be impacted in any way*.

Note: The Fall 2012 MI-Access Online Pilot for FI will not include Accessing Print/Expressing Ideas in grades 3-8. FI AAs must ensure that a paper answer document is completed and submitted for students assessed in these content areas.

The following table displays the populations, grades, and content areas to be included in the pilot.

Population	Grade	Content Area
Participation	3-8	ELA/Mathematics
Participation	5 & 8	Science
Supported Independence	3-8	ELA/Mathematics
Supported Independence	5 & 8	Science
Functional Independence	3-8	Mathematics
Functional Independence	5 & 8	Science

For this pilot, Questar will again use the iTester Administration Site with its Online Answer Document for entry of FI student responses and PAA/SAA ratings. As the iTester Administration Site was successfully used for the Spring 2012 MI-Access Online Pilot, and is currently used within Michigan for the English Language Proficiency Assessment (ELPA) Online program, it has been demonstrated that the integration of the data from the MI-Access Online Answer Documents with the paper-based performance data can be easily and efficiently managed by Questar Assessment, Inc., the MI-Access contractor.

IMPORTANT! The Fall 2012 MI-Access Online Pilot is a live/operational pilot and ratings/responses indicated in the Online Answer Document will be scored and reported. There is no need to submit paper answer documents for students whose ratings/responses are entered online.

An Administrator Survey will be made available during the assessment window. Your participation and feedback in this important pilot will provide valuable information to BAA and Questar about the use of an Online Answer Document with the MI-Access program. We appreciate your time and your support of this exciting new pilot.

Administrators for the MI-Access Assessments

MI-Access Assessment Administrators (AA) vary by student population. The P/SI assessments must be administered by two school personnel—one certified professional staff member (such as a teacher, school psychologist, related service provider, or teacher consultant) who will act as the Primary Assessment Administrator (PAA) and another certified staff member or other school personnel (such as a highly qualified paraprofessional) who will act as the Shadow Assessment Administrator (SAA). Both the PAA and the SAA must be familiar with the student and not impede or influence any interaction particular to an item. All decisions about when to provide assistance to students and what type of assistance to provide should be made by the PAA; the SAA is present only to simultaneously and independently provide a second score for the student.

IMPORTANT! PAAs and SAAs must be sure to review the *2012/2013 MI-Access Test Administrator Manual* and also complete the MI-Access P/SI Scoring Rubrics Online Learning Program (available at www.mi.gov/mi-access) prior to testing.

Because the MI-Access FI assessments rely on written and/or oral responses from students, they will most likely be administered by the student’s teacher. Other professionals in the school or district—such as school psychologists, teacher consultants, resource room teachers, or related service providers—may also administer the assessments, if necessary. Highly qualified paraprofessionals, teacher aides, and others may assist with administration (by making sure the student is on the correct page, addressing the correct question, and so forth), but may not be the lead administrator.

Each district must designate a District Test Coordinator (DTC) to direct the administration of MI-Access and the activities related to entry of student ratings/responses into the Online Answer Document. The DTC is responsible for training School Test Coordinators (STCs), handling assessment materials, setting up the iTester Administration Site with STC accounts, and monitoring the online entry of student ratings/responses.

Similarly, each school must designate a STC to oversee the Fall 2012 MI-Access administration and to ensure that all procedures are followed when entering student ratings/responses into the Online Answer Document. The STC is responsible for scheduling the school-level Fall 2012 MI-Access Online Pilot activities, setting up the iTester Administration Site with Assessment Administrators and student testing groups, and managing the distribution and return of the MI-Access assessment materials. In addition, the STC must also provide training for Assessment Administrators (and Proctors, if used), who are responsible for entering the MI-Access student responses or ratings online.

Professional Assessment Administration Practices

To help ensure professional assessment administration practices, the BAA has developed a State Board of Education (SBE)-approved document called the *Assessment Integrity Guide*, which establishes “ground rules” for administering statewide assessments. All those involved with MI-Access should download the document from the BAA web page (www.mi.gov/baa) or the MI-Access web page (www.mi.gov/mi-access) and read it in its entirety as it contains specific information for individuals based on their particular assessment responsibilities. This document is also available on the iTester Help tab.

Online Security Compliance Form

To help ensure that materials are safeguarded, all district and school personnel involved with administering the Fall 2012 MI-Access Online Pilot—including DTCs, STCs, FI AAs, P/SI PAAs, and P/SI SAAs—must review and acknowledge a Security Compliance Form, indicating that they agree to uphold all security requirements. This online security certificate will appear upon the first time logging into iTester and must be acknowledged prior to proceeding to the next screens within the iTester Administration Site. Additionally, all testing personnel should complete the paper version of the Security Compliance Form that is sent in your district's shipment of assessment materials (or it may be downloaded from the BAA's web page www.michigan.gov/mi-access), and retain it in the district for one year. This form is also available on the iTester Help tab.

Basic Steps for the Fall 2012 MI-Access Online Pilot

- DTC (designated in the sign-up survey) receives an e-mail on 9/24/12 with his/her username and password for iTester, the system for online ratings/response entry.
- DTC logs in to iTester, then sets up accounts for STC(s).
- STC receives an e-mail auto-generated from iTester with username and password. STC logs in to iTester, then sets up accounts for AAs.
- STC sets up Student Groups.
- STC assigns students to Student Groups.
- AA receives an e-mail auto-generated from iTester with username and password.
- AA logs in to iTester, then enters ratings/responses into the Online Answer Document.
- SAA (P/SI Only) affirms ratings entered by the PAA are accurate.
- When all AAs at each participating school have completed online entry of student ratings/responses, STC affirms Site Completion and notifies DTC NO LATER THAN NOVEMBER 9.

Contact Information

As with any assessment program, there will likely be questions about the Fall 2012 MI-Access Online Pilot. Therefore, the BAA has developed a communication procedure which should be used when asking assessment related questions. If AAs have questions after reviewing the TAM Addendum and other MI-Access resources (including the webcasts, TAM, the P/SI Scoring Rubrics Online Learning Program, and the MI-Access web page), they should contact their STC. If he or she cannot answer the questions, the STC should direct them to the DTC. If that person cannot answer them, the DTC should contact the BAA using the contact information below.

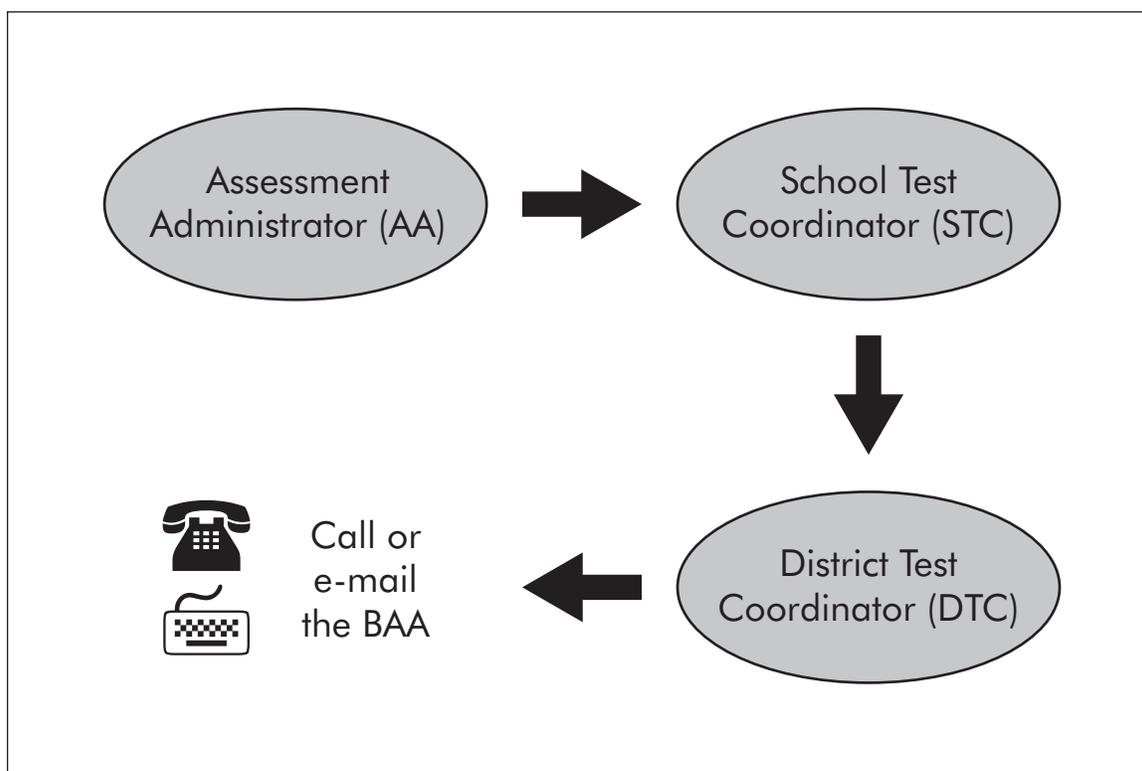
Phone: 877-560-8378, (option 4)

E-mail: BAA@michigan.gov

Web page: www.michigan.gov/mi-access

Note: If you do not know who your DTC or STC is, consult the Educational Entity Master (EEM) at www.mi.gov/eem.

Communication Flow Chart



For questions about the iTester Administration Site, procedures for the pilot, or technical issues with your network or computers used for the pilot, please contact:

MI-Access Customer Support
Phone: 877-560-8378 (option 4)
E-mail: MI-Access@questarai.com

General Overview of Roles and Responsibilities

Summary of Required DTC Tasks

1. Receive an e-mail from Questar with instructions for logging into iTester.
2. Set up accounts for STCs in iTester.
3. Notify STCs of the pilot, their roles, and reference materials available, such as the TAM Addendum, FAQs, etc.
4. Provide additional training if needed.
5. Provide support and answer STC questions related to the pilot.
6. Ensure all testing is completed, student ratings/responses have been entered, and site completion has been affirmed by the STC(s) NO LATER THAN NOVEMBER 9.

Summary of Required STC Tasks

1. Receive an e-mail with instructions for logging into iTester. You will receive this e-mail after the DTC has set up your account in iTester.
2. Set up accounts for all AAs in iTester.
3. Notify AAs of the pilot, their roles, and reference materials available, such as the TAM Addendum, FAQs, etc.
4. Provide additional training, if needed.
5. Create Student Groups.
6. Assign students to Student Groups.
7. Provide support and answer AA questions related to the pilot.
8. Ensure all testing is completed and student ratings/responses have been entered NO LATER THAN NOVEMBER 9.
9. Affirm site completion in iTester and notify the DTC all online entries have been completed NO LATER THAN NOVEMBER 9.

Summary of Required AA Tasks

1. Receive an e-mail with instructions for logging into iTester. You will receive this e-mail after the STC has set up your account in iTester.
2. Assess the students as per normal MI-Access administration procedures as described in the TAM. Please note that students must not interact directly with the iTester Administration Site in any way.
3. For the P/SI assessments, the PAA will transfer the PAA and SAA ratings from the Scoring Documents (or tear-out sheets) to the Online Answer Document.
4. For the P/SI assessments, the SAA will affirm that the PAA has transferred the ratings accurately. If the SAA determines the ratings were recorded inaccurately, it is the responsibility of the SAA to resolve and request correction from the PAA.
5. For the FI assessments, the FI AA will transfer the student responses from the student test booklet to the Online Answer Document. Note that SAA only applies to P/SI assessments.
6. Ensure testing has been completed and student ratings/responses have been entered NO LATER THAN NOVEMBER 9.
7. Notify the STC that all online entries have been completed.

REMINDER: If you complete an Online Answer Document, a paper document DOES NOT NEED TO BE COMPLETED. The Online Answer Document replaces the traditional paper-based bubble answer document, except for Accessing Print/Expressing Ideas as these Content Areas are not included in the pilot.

Preparing for the Fall 2012 MI-Access Online Pilot

System Preparation

In preparation for the Fall 2012 MI-Access Online Pilot, please ensure all computers used to enter student ratings/responses in the iTester Administration Site meet the following configuration requirements.

Hardware Requirements	Windows	Apple / Macintosh
Operating System	Windows 2000 or higher	OS 10.4.X or higher
Processor	Pentium III 500 MHz or higher	G4 500 MHz or higher
Memory	512 MB or higher	512 MB or higher
Devices	Mouse / Pointing Device / Keyboard	Mouse / Pointing Device/ Keyboard
Screen Resolution	1024 x 768	1024 x 768
Internet Connection	1.5 mbps or higher	1.5 mbps or higher

Logging into the iTester Administration Site

The iTester Administration site is the pilot interface used by administrators to electronically manage and enter student ratings/responses for the Fall 2012 MI-Access test administration. The login page contains information concerning the pilot. Please be sure to review the general information on the login page including test administration schedules and Customer Support contact information.

Logging in as a DTC

Prior to the Fall 2012 assessment window, each DTC will be sent an e-mail with the web address, username, and password needed to access the iTester Administration Site. If a DTC does not receive a username and password, please contact Questar Customer Support by e-mail at MI-Access@questarai.com, or by calling 877-560-8378 (option 4).

After receiving the login information via e-mail, the iTester Administration Site can be accessed by following the directions below:

1. In an Internet browser, type the web address: <https://miaccess.questarai.com/admin>.
2. Press Enter on the keyboard.
3. Type your username in the Username field.
4. Type your password in the Password field.
5. Click Login.

Note: Each user has his/her own unique login. The DTC must create the STC accounts in the iTester Administration Site in order to generate the e-mails with the STC usernames and passwords.

Logging in as a STC

Prior to the Fall 2012 assessment window, each DTC will be sent an e-mail with the web address, username, and password needed to access the iTester Administration Site. The DTC is responsible for creating the STC accounts. If a STC does not receive a username and password, please contact the DTC.

After receiving the login information via e-mail, the iTester Administration Site can be accessed by following the directions below:

1. In an Internet browser, type the web address: <https://miaccess.questarai.com/admin>.
2. Press Enter on the keyboard.
3. Type your username in the Username field.
4. Type your password in the Password field.
5. Click Login.

Note: Each user has his/her own unique login. The STC must create the AA accounts for FI AAs, PAAs, and SAAs in the iTester Administration Site in order to generate the e-mails with the AA usernames and passwords.

Logging in as an AA (FI AA, PAA, or SAA)

Each STC will be sent an e-mail with the web address, username, and password needed to access the iTester Administration Site. The STC is responsible for creating the AA accounts. If an AA does not receive a username and password, please contact the STC.

After receiving the login information via e-mail, the iTester Administration Site can be accessed by following the directions below:

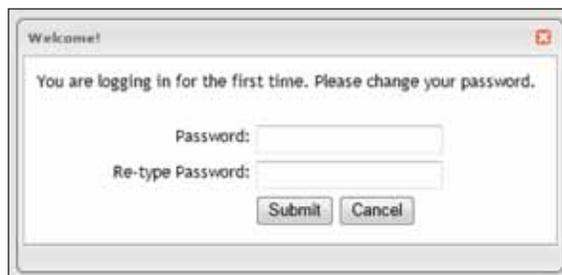
1. In an Internet browser, type the web address: <https://miaccess.questarai.com/admin>.
2. Press Enter on the keyboard.
3. Type your username in the Username field.
4. Type your password in the Password field.
5. Click Login.

Note: Each user has his/her own unique login. If you did not receive a unique login, please contact the STC.



Initial Log in

When logging into iTester Administration Site for the first time, the user will be presented with a screen to change his/her password.



A password must be at least 8 characters in length and contain at least one number. In the Password field type in a new password. Re-type the new password in the Re-type Password field to confirm. Click Submit to save the new password. Click Cancel to return to the login page. Once the password is changed, the original password will no longer be valid. Be sure to record the new password in a secure location.

Can't Log in?

If a password is forgotten, a new one can be requested via e-mail. From the iTester Administration Site login page, click the Can't Login? link to the left of the Login button. Enter the e-mail address used when the user received his/her initial login information in the E-mail field and click Go. The system will auto-generate an e-mail with the username, a temporary password, and a link to a web page that will allow the user to reset his/her password. If the e-mail is not received, or problems logging in are still encountered with the username and password sent, please contact Questar Customer Support by e-mail at MI-Access@questarai.com, or by calling 877-560-8378 (option 4), for assistance.

Once the new password is received, the user will repeat the steps listed above.

Reset Password

Both DTCs and STCs also have the ability to reset passwords. DTCs have the ability to reset passwords for all accounts within in the district. The DTC must select the applicable school from the drop-down menu in order to reset school-level users. STCs can only reset AA and school-level user accounts within their school. If a user's password needs to be reset, please follow the Communication Flow Chart included on page 12 of this addendum.

STC/DTC and Other School- and District-level Users

1. Click on the Accounts tab.
2. Click Edit next to a user's name. This will display the Update Profile page.
3. Click Reset Password to reset the user's password and send him/her an e-mail containing the username, a temporary password, and a link to a web page that will allow the user to reset his/her password.

Assessment Administrators

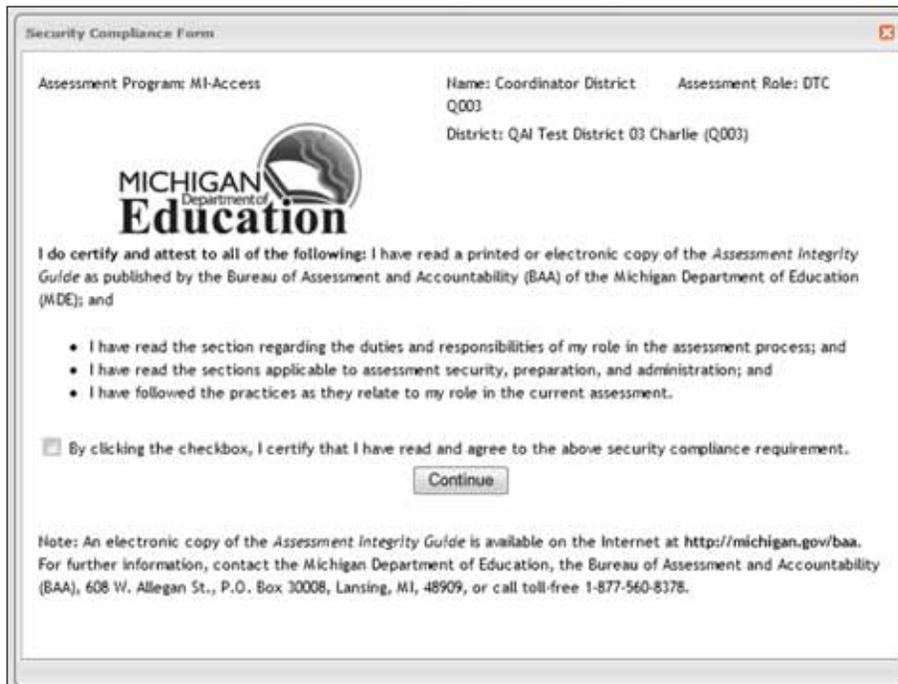
1. Click on the Assessment Administrator tab.
2. Locate the AA whose password needs to be reset.
3. Click Edit. This will take you to the Update Profile page.
4. Click Reset Password at the bottom of the Update Profile page to reset the AA's password and send him/her an e-mail containing the username, a temporary password, and a link to a web page that will allow the user to reset his/her password.

Complete Security Compliance

An Office of Standards and Assessment (OSA) Security Compliance Form, indicating that the *Assessment Integrity Guide* has been read and understood, will be provided online for each person (DTC, STC, all FI AAs, P/SI PAAs and SAAs) involved with the Fall 2012 MI-Access Online Pilot.

Prior to first time entry to the iTester Administration Site, all users will be prompted with an electronic Security Compliance Form. All users must certify acknowledgement of the OSA Security Compliance Form by clicking the check box on the screen.

Note: Remember that a paper version of the Security Compliance Form must also be completed and kept on file in the district for one year.



The screenshot shows a web browser window titled "Security Compliance Form". The form contains the following information:

- Assessment Program: MI-Access
- Name: Coordinator District
- Assessment Role: DTC Q003
- District: QAI Test District 03 Charlie (Q003)

The Michigan Department of Education logo is displayed. Below the logo, the text reads: "I do certify and attest to all of the following: I have read a printed or electronic copy of the *Assessment Integrity Guide* as published by the Bureau of Assessment and Accountability (BAA) of the Michigan Department of Education (MDE); and"

- I have read the section regarding the duties and responsibilities of my role in the assessment process; and
- I have read the sections applicable to assessment security, preparation, and administration; and
- I have followed the practices as they relate to my role in the current assessment.

Below the list is a checkbox with the text: "By clicking the checkbox, I certify that I have read and agree to the above security compliance requirement." A "Continue" button is located below the checkbox.

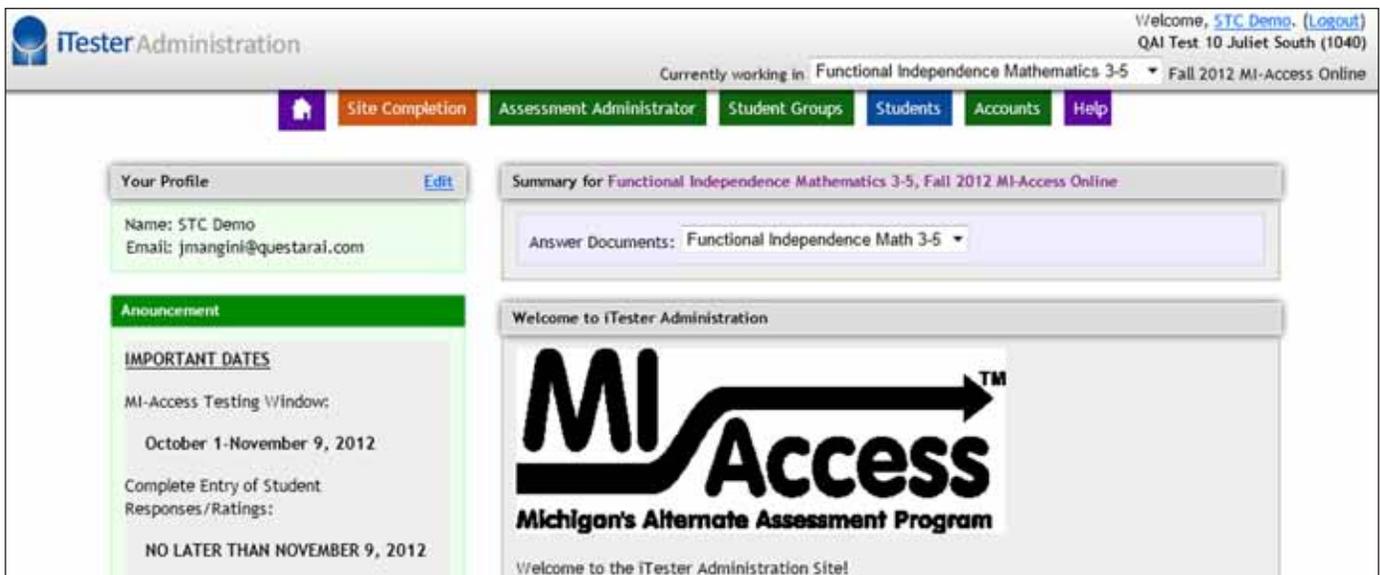
A note at the bottom of the form states: "Note: An electronic copy of the *Assessment Integrity Guide* is available on the Internet at <http://michigan.gov/baa>. For further information, contact the Michigan Department of Education, the Bureau of Assessment and Accountability (BAA), 608 W. Allegan St., P.O. Box 30008, Lansing, MI, 48909, or call toll-free 1-877-560-8378."

iTester Home Page

There are various colored tabs found on the iTester Home page. The tabs are located across the top of the Home page, beginning with the symbol of a house on the far left. The tabs continue, left to right, as follows:

STC/DTC

- Home
- Site Completion
- Assessment Administrator
- Student Groups
- Students
- Accounts
- Help



The screenshot shows the iTester Administration interface. At the top left is the iTester Administration logo. On the top right, it says "Welcome, [STC Demo](#). ([Logout](#))" and "QAI Test 10 Juliet South (1040)". Below this, it indicates "Currently working in: Functional Independence Mathematics 3-5" and "Fall 2012 MI-Access Online". A navigation bar contains several colored tabs: Home (purple house icon), Site Completion (orange), Assessment Administrator (green), Student Groups (green), Students (blue), Accounts (green), and Help (purple). The main content area is divided into several sections: "Your Profile" (Name: STC Demo, Email: jmangini@questarai.com), "Summary for Functional Independence Mathematics 3-5, Fall 2012 MI-Access Online" (Answer Documents: Functional Independence Math 3-5), "Announcement" (IMPORTANT DATES: MI-Access Testing Window: October 1-November 9, 2012; Complete Entry of Student Responses/Ratings: NO LATER THAN NOVEMBER 9, 2012), and "Welcome to iTester Administration" (MI Access Michigan's Alternate Assessment Program logo and "Welcome to the iTester Administration Site!").

AA

- Home
- Students
- Help

The screenshot shows the iTester Administration interface. At the top left is the iTester Administration logo. At the top right, it says "Welcome, Demo Teacher. (Logout)" and "QAI Test 10 Juliet High (1037)". Below this, it indicates "Currently working in: Functional Independence Mathematics 3-5" and "Fall 2012 MI-Access Online". There are navigation buttons for Home, Students, and Help. The main content area is divided into several sections: "Your Profile" with fields for Name (Demo Teacher) and Email (xchen@questarai.com); an "Announcement" section with "IMPORTANT DATES" for "MI-Access Testing Window" from "October 1-November 9, 2012", with a note to "Complete entry of student responses/ratings: NO LATER THAN November 9, 2012"; a "Summary for Functional Independence Mathematics 3-5, Fall 2012 MI-Access Online" section with a dropdown menu for "Answer Documents" set to "Functional Independence Math 3-5"; and a table of student groups. The table has columns for "Student Group Name" and "Status", with all groups listed as "In Progress" and each having a link to "Enter Responses".

Student Group Name	Status
Teacher, Demo-124578	In Progress Enter Responses
Teacher, Demo-FI Math XChen	In Progress Enter Responses
Teacher, Demo-Period One	In Progress Enter Responses
Teacher, Demo-Student-Group-A	In Progress Enter Responses
Teacher, Demo-Study Hall	In Progress Enter Responses

When the user logs into the iTester Administration Site, the Home page will display a variety of information. A display in the upper right-hand corner of the screen will have the username and the Logout link.

Each user (DTC, STC, and AA) will have a user-specific Home page depending on his or her role. Announcements will be posted on the Home page. These announcements will include testing dates, training dates, materials delivery dates, and other important information related to the Fall 2012 MI-Access Online Pilot. Users should review the Home page for updated announcements.

DTCs have the option to view all participating schools in the district or to select a single school when a school drop-down menu is available. STCs only have access to their respective school. DTCs will be able to access AA information from multiple schools and will see a list of AAs for the school selected in the drop-down menu titled School (note that only DTCs will be able to access multiple schools). If there are not multiple schools participating in the pilot, the DTC will not see a drop-down menu. To view a list of AAs who have profiles for another school, select a different school (DTC only) from the School menu.

REMINDER: Administrators must refer to the 2012/2013 TAM for detailed information on the administration of the assessments. This TAM Addendum only contains information explaining how to set up iTester and how to electronically enter student ratings/responses in the Online Answer Document.

Create Accounts

DTCs and STCs are able to manage, view, and add accounts by clicking the Accounts tab.

DTC Creates STC Accounts

To get started, DTCs log in and create STC accounts in iTester using the Accounts tab.

1. First, click on the Accounts tab.
2. Select the school from the drop-down menu on the left-hand side of the screen.

The screenshot shows the 'Accounts' page with a 'School:' dropdown menu set to 'QAI Test 10 Juliet South (1040)'. A dropdown menu is open, listing 'All Schools', 'QAI Test 10 Juliet High (1037)', 'QAI Test 10 Juliet Middle (1038)', 'QAI Test 10 Juliet North (1039)', and 'QAI Test 10 Juliet South (1040)'. The 'Create New Account:' dropdown is set to 'STC'. Below the table, there are navigation controls: '<<< Page 1 of 1 >>>' and 'Jump to Page: [] Go'.

First Name	Last Name	Email	Type	Organization	Edit	Send Email
DITC	District Q010	nobody@questarai.com	DITC	QAI Test District 10 Juliet (Q010)	Edit	Email Login Info
SITC	School1040	nobody@questarai.com	SITC	QAI Test 10 Juliet South (1040)	Edit	Email Login Info

3. Select STC from the Create New Account drop-down menu and click Create.

The screenshot shows the 'Accounts' page with the 'Create New Account:' dropdown menu open. The menu options are: '-Choose a user type-', 'DLU', 'DITC', 'STC' (highlighted), 'SITC', 'SLU', and 'Assessment Administrator'. The 'School:' dropdown is still set to 'QAI Test 10 Juliet South (1040)'. The table of existing accounts is visible below the dropdown. Navigation controls are at the bottom: '<<< Page 1 of 1 >>>' and 'Jump to Page: [] Go'.

First Name	Last Name	Email	Type	Organization	Edit	Send Email
DITC	District Q010	nobody@questarai.com	DITC	QAI Test District 10 Juliet (Q010)	Edit	Email Login Info
SITC	School1040	nobody@questarai.com	SITC	QAI Test 10 Juliet South (1040)	Edit	Email Login Info

4. Enter the First Name, Last Name, and E-mail address of the STC.

New STC's profile:

Fields marked with * are required.

Make the DTC also an STC for this school:

First Name: *

Last Name: *

Email: *

Phone: * ()

School Mailing Address

Address 1:

Address 2:

City: State:

Zipcode:

School Shipping Address

Address 1:

Address 2:

City: State:

Zipcode:

5. An e-mail with the STC username and password will be auto-generated by the iTester Administration Site and sent to the e-mail address provided by the DTC.
6. The STC will be displayed in the Accounts tab.
7. Be sure to inform the STC of his/her role in the pilot.

DTCs may create or view other district- and school-level user accounts (e.g., the District Superintendent and School Principal) by following the directions for Creating STC Accounts and selecting the user type in the Create New Account drop-down menu. The abbreviation list for the user types is located at the bottom of the Accounts page.

STC Creates AA Accounts

Next, STCs create AA accounts.

1. First, log in. Then click on the Accounts tab.
2. Select AA from the Create New Account drop-down menu and click Create.

First Name	Last Name	Email	Type	Organization
SITC	School1040	nobody@questarai.com	SITC	QAI Test 10 Juliet South (1040)

3. The New Assessment Administrator Profile screen will appear. Enter the First Name, Last Name, and E-mail address for the AA. For FI AAs and P/SI PAAs, select the check box next to the applicable grades, population, and/or Content Area they will be administering. If an AA will be administering multiple assessments, check all that apply. For P/SI SAAs, only select the check box next to Shadow Assessment Administrator. The SAA will have access to all P and SI assessments for their school.

If an AA will be performing multiple roles, an account must be created for each role. For example, if an AA is acting as a PAA for one assessment, and an SAA for another assessment, two separate accounts must be created for the AA in order to allow him/her to perform the functions for both roles in iTester.

Note: All fields displayed are required.

New Assessment Administrator profile:

District: QAI Test District 10 Juliet (Q010)
School: QAI Test 10 Juliet High (1037)

First Name: * []
Last Name: * []
Email: * []

Content Areas: *

- Functional Independence Mathematics 3-5
- Functional Independence Mathematics 6-8
- Functional Independence Science 5
- Functional Independence Science 8
- Participation ELA/Mathematics
- Participation Science
- Supported Independence ELA/Mathematics
- Supported Independence Science
- Shadow Assessment Administrator

Click 'Save' only once.

4. An e-mail with the AA username and password will be auto-generated by the iTester Administration Site and sent to the e-mail address provided by the STC.
5. The added AA will be displayed in the Assessment Administrator tab.

REMINDER: A SAA is only applicable to the P/SI assessments. There are no SAAs for FI assessments.

STCs also have the ability to create and view other STC and school-level user accounts within their school by following the directions for Creating STC Accounts and selecting the user type in the Create New Account drop-down menu. The abbreviation list for the the user types is located at the bottom of the Accounts page.

Edit an Account for an Existing User

DTCs have the ability to edit user accounts for all accounts within the district. The DTC must select the applicable school from the drop-down menu in order to edit school-level users. STCs can only edit AA and school-level user accounts within their school. AAs cannot edit user accounts as they do not have access to the Accounts tab.

1. Click on the Accounts tab.
2. Click on the Edit link for that user account.
3. Make changes to the user's information.
4. Click Save to save the new information (you will receive a confirmation message that the changes were saved).
5. Click Cancel to cancel the changes.

Update STC Demo's profile:

Fields marked with * are required.

Make the DTC also an STC for this school:

First Name:* STC
Last Name:* Demo
Email:* STCDemo@questarai.com
Phone:* (555) 5555555

School Mailing Address

Address 1:
Address 2:
City: State:
Zipcode:

School Shipping Address

Address 1:
Address 2:
City: State:
Zipcode:

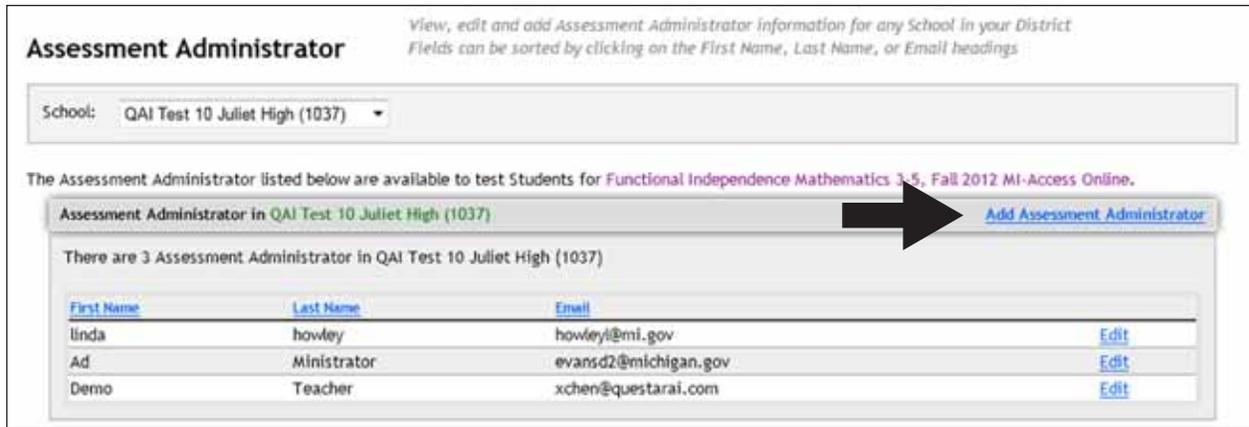
Reset password:

Reset this user's password and send them an email containing a new, temporary password.

Add New AA Accounts Following Initial Account Creation

If an AA account was not created during the initial set-up of AA accounts, the DTC or STC can use the Add Assessment Administrator link on the Assessment Administrator tab.

1. Click on the Assessment Administrator tab.
2. Click the Add Assessment Administrator link on the right side of the page.



The screenshot shows the 'Assessment Administrator' interface. At the top, it says 'View, edit and add Assessment Administrator information for any School in your District' and 'Fields can be sorted by clicking on the First Name, Last Name, or Email headings'. Below this is a dropdown menu for 'School' set to 'QAI Test 10 Juliet High (1037)'. A message states: 'The Assessment Administrator listed below are available to test Students for Functional Independence Mathematics 3-5, Fall 2012 MI-Access Online.' Below the message is a table of administrators. A black arrow points to the 'Add Assessment Administrator' link on the right side of the table header.

First Name	Last Name	Email	
linda	howley	howleyl@mi.gov	Edit
Ad	Ministrator	evansd2@michigan.gov	Edit
Demo	Teacher	xchen@questarai.com	Edit

3. The New Assessment Administrator Profile screen will appear. Enter the First Name, Last Name, and E-mail address for the AA. For FI AAs and P/SI PAAs, select the check box next to the applicable grades, population, and/or Content Area. If an AA will be administering multiple assessments, check all that apply. For P/SI SAAs, select the check box next to Shadow Assessment Administrator. The SAA will have access to all P and SI assessments for their school.

If an AA will be performing multiple roles, an account must be created for each role. For example, if an AA is acting as a PAA for one assessment, and an SAA for another assessment, two separate accounts must be created for the AA in order to allow him/her to perform the functions for both roles in iTester.

Note: All fields displayed are required.

4. An e-mail with the AA username and password will be auto-generated by the iTester Administration Site and sent to the e-mail address provided by the STC.
5. The added AA will be displayed in the Assessment Administrator tab.

REMINDER: An SAA is only applicable to the P/SI assessments. There are no SAAs for FI assessments.

Student Groups

The Student Groups tab is used to create classes, or “Student Groups”. Student ratings/responses for these groups are entered online by an FI AA or P/SI PAA.

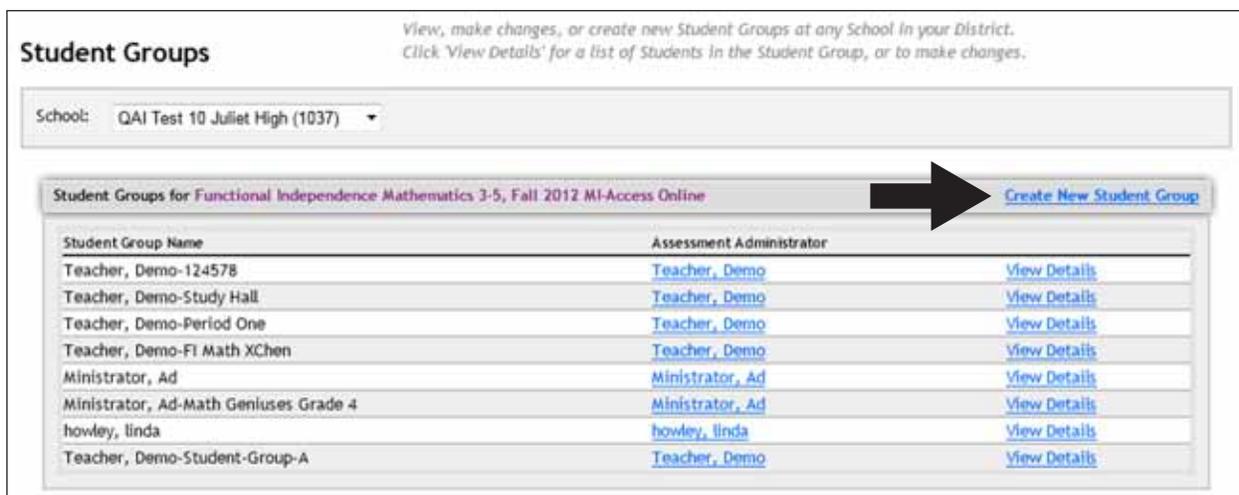
If your district completed the Fall 2012 MI-Access Online Sign-up Survey in September 2012, student information was collected from the BAA Secure Site in advance of the Fall 2012 assessment window, and this information will be pre-populated in iTester. Students cannot be added by the district or school after the pre-population has occurred following the September 11, 2012 pull of pre-identification information from the BAA Secure Site. New students are not eligible to participate in the pilot and must be assessed with the paper/pencil version of MI-Access. If you have any questions, please contact Questar Customer Support by e-mail at MI-Access@questarai.com, or by calling 877-560-8378 (option 4).

Create New Student Groups

Before testing, all students must be assigned to a Student Group and an FI AA or P/SI PAA. The DTC or STC must create the Student Groups as AAs do not have access to the Students Group tab. A Student Group can have any number of students. Student Groups are not assigned to SAAs as they will have access to all P and SI students in their school in order to review and affirm that student ratings were entered correctly by the PAA.

Note: Before creating a new Student Group, verify that a P/SI PAA or FI AA account exists for the AA who will be assigned to the new group. If there is not an AA account, refer to the “Add New AA Accounts Following Initial Account Creation” section of this addendum.

1. Click on the Students Group tab.
2. Click the Create New Student Group link on the right-hand side of the page.



The screenshot shows the 'Student Groups' interface. At the top, it says 'View, make changes, or create new Student Groups at any School In your District. Click 'View Details' for a list of Students In the Student Group, or to make changes.' Below this is a dropdown menu for 'School: QAI Test 10 Juliet High (1037)'. The main content area is titled 'Student Groups for Functional Independence Mathematics 3-5, Fall 2012 MI-Access Online'. A large black arrow points to the 'Create New Student Group' link on the right. Below the link is a table with the following data:

Student Group Name	Assessment Administrator	
Teacher, Demo-124578	Teacher, Demo	View Details
Teacher, Demo-Study Hall	Teacher, Demo	View Details
Teacher, Demo-Period One	Teacher, Demo	View Details
Teacher, Demo-FI Math XChen	Teacher, Demo	View Details
Ministrator, Ad	Ministrator, Ad	View Details
Ministrator, Ad-Math Geniuses Grade 4	Ministrator, Ad	View Details
howley, linda	howley, linda	View Details
Teacher, Demo-Student-Group-A	Teacher, Demo	View Details

3. From the Assessment Administrator drop-down menu, select an existing Assessment Administrator.
4. Create a name for the group in the Student Group field. It is strongly recommended that the Student Group name references the AA name, Population, Content Area, and Grade. This will allow the group to be easily identified in reference to the AA and assessment for which student ratings/responses will be entered. For example, Sally Smith FI Mathematics Grade 5.

- Students who are currently not assigned to a group will be listed on the left-hand side of the screen and can be added to the new group by highlighting their name and selecting Add. To select multiple students at one time, hold the Ctrl key down on your keyboard and then select each student. Once all students are selected and highlighted, click Add.
- When students have been assigned to the Student Group, click Save. You will see a message confirming the changes and the Student Group will be listed on the Student Group screen.
- The Student Group tab will display the Student Group name, FI AA or P/SI PAA name, and a line for additional group details.

Student Groups *View, make changes, or create new Student Groups at any School in your District.
Click 'View Details' for a list of Students in the Student Group, or to make changes.*

School: QAI Test 10 Juliet High (1037) ▾

Student Groups for **Functional Independence Mathematics 3-5, Fall 2012 MI-Access Online** [Create New Student Group](#)

Student Group Name	Assessment Administrator	
Teacher, Demo-124578	Teacher, Demo	View Details
Teacher, Demo-Study Hall	Teacher, Demo	View Details
Teacher, Demo-Period One	Teacher, Demo	View Details
Teacher, Demo-FI Math XChen	Teacher, Demo	View Details
Ministrator, Ad	Ministrator, Ad	View Details
Ministrator, Ad-Math Geniuses Grade 4	Ministrator, Ad	View Details
howley, linda	howley, linda	View Details
Teacher, Demo-Student-Group-A	Teacher, Demo	View Details

Note: Cancel will stop the setup of the Student Group and return the user to the main Student Groups tab.

View/Edit Student Groups

DTCs will be able to view and edit group information from multiple schools (if applicable) and will see a list of groups for the school selected in the drop-down menu titled School. Only DTCs will be able to view and edit multiple schools. If there are not multiple schools participating in the pilot, the DTC will not see a drop-down menu. To view or edit a list of groups in another school, select a different school (DTC only) from the School drop-down menu.

STCs will only be able to view and edit group information for their school. AAs do not have access to the Student Groups tab.

View

- Click the Student Groups tab.
- Click View Details to the right of the Student Group.
- Student information can be sorted by any of these headings: First Name, Last Name, or STN.

Edit

1. Click the Student Groups tab.
2. Click View Details to the right of the Student Group.
3. Click Edit Student Group in the upper right-hand corner of the Details for Student Group page.
4. To add students to the Student Group, click once on the name of a student on the left-hand side of the page and then click Add in the center of the page. To select multiple students at one time, hold the Ctrl key down on your keyboard and then select each student. Once all students are selected and highlighted, click Add.
5. To remove students from the Student Group, click on the name of the student on the right-hand side of the page and then click Remove. A student cannot be deleted; the student can only be removed from a group. Once students are removed from a group, they will no longer have a group assignment, but they can be added to a new or existing group.
6. Once all changes are complete for the group, click Save and return to the Student Groups tab. A message will display confirming that changes have been saved. If no changes are needed, click Cancel to return to the Student Groups tab.

Editing Students in Teacher, Demo-Student-Group-A:

Students in QAI Test 10 Juliet High (1037)

Last Name, First Name (STN) Functional Independence Mathematics 3-5, Fall 2012 MI-Access Online

There are no unregistered Students for Functional Independence Mathematics 3-5 at QAI Test 10 Juliet High (1037).

Students in Teacher, Demo-Student-Group-A:

Test1085, Student (Q103701085)

Students

All identified students for the Fall 2012 MI-Access Online Pilot will be listed in the system. New students may not be added by a school or district. Every student whose ratings/responses will be entered into the Online Answer Document must be assigned to a specific P/SI PAA or FI AA and Student Group by the DTC or STC (see section titled Student Groups for more information about creating and editing Student Groups).

View Students

DTCs will be able to access student information from multiple schools (if applicable) and will see a list of students for the school selected in the drop-down menu titled School. Only DTCs will be able to access multiple schools. If there are not multiple schools participating in the pilot, the DTC will not see a drop-down menu. To view a list of students in another school, select a different school from the School menu. DTCs may also view all students in their district by selecting All Schools from the School drop-down menu.

STCs can view student information only for their school. AAs can view student information only for the students assigned to their Student Group.

1. Click the Students tab.
2. The student information displayed can be sorted alphabetically by clicking on the column headers. The sort options are: STN, First Name, Middle Initial, Last Name, and Student Group Name.

View Student Information for any School in your District.
Fields can be sorted by clicking on the STN, First Name, Last Name, or Student Group headings

School: QA1 Test 10 Juliet High (1037) ▾

View students across all subjects and students not assigned to a student group

Manage Students:

There are 10 students in this School taking Functional Independence Mathematics 3-5 in Fall 2012 MI-Access Online.

STN	First Name	MI	Last Name	Functional Independence Mathematics 3-5 Student Group
Q103701081	Student	Q	Test1081	Teacher, Demo-Study Hall
Q103701082	Student	Q	Test1082	Teacher, Demo-124578
Q103701083	Student	Q	Test1083	Teacher, Demo-Study Hall
Q103701084	Student	Q	Test1084	Teacher, Demo-Period One
Q103701085	Student	Q	Test1085	Teacher, Demo-Student-Group-A
Q103701086	Student	Q	Test1086	Teacher, Demo-FI Math XChen
Q103701087	Student	Q	Test1087	Teacher, Demo-FI Math XChen
Q103701088	Student	Q	Test1088	Teacher, Demo-FI Math XChen
Q103701089	Student	Q	Test1089	Teacher, Demo-FI Math XChen
Q103701090	Student	Q	Test1090	Teacher, Demo-FI Math XChen

<<< Page 1 of 1 >>> Jump to Page: Go

Available functionality on the Students tab includes the following:

- Page – Navigate to the next or previous page.
- Jump to Page – Navigate quickly to a page by typing a page number.
- View All – Display all students for the school selected.
- Search by STN/Last Name – Locate a student by his/her STN or last name.

Student Demographic Information

The student demographic information will be pre-populated from the MSDS for each school. AAs must review all of the student demographic information listed on the Student Demographic page. If the student information is not correct, the revised information will have to be communicated to the STC and DTC so it can be updated during Tested Roster.

The Student Demographic page will be displayed prior to entry of student ratings/responses online. For FI assessments, the FI AA will be responsible for reviewing, updating, and confirming the student demographics are accurate. For P/SI assessments, the PAA will be responsible for reviewing, updating, and confirming the student demographics are accurate.

Only the following demographic fields can be edited in the iTester Administration Site:

- Form Number
- Date of Assessment
- Class/Group Number
- Research Codes I and II
- Report Codes: Home Schooled and Prohibited Behavior
- Assessment Accommodations (FI only)

Reporting and FI Accommodations

Class/Group Number

Prior to assessment administration, districts and schools need to determine whether they want to receive reports by class or group designations and, if so, use the Class/Group Number field on the Student Demographic page to facilitate the process. The DTC or the STC will need to define the 4-digit class/group numbers that will be most useful and provide them to the individuals completing the paper answer documents, as well as to individuals completing the Online Answer Documents (if the two groups are different). Up to six class/group numbers can be assigned to a given AA. Contact your DTC or STC for your 4-digit class/group number.

Report Codes

Check all of the boxes that apply as described below:

1. Home Schooled

A student who is assessed but, because he or she is home schooled, should not be included in the district's or school's reports. Home-schooled students are not required to take the MI-Access assessments, but may test during the district's assessment window if desired. (Public schools are required to administer the MI-Access assessments to all home-schooled students who want to be assessed.) Districts will receive separate reports for home-schooled students, as well as separate Parent Reports. The reports should be forwarded to the parents of each home-schooled student. Parents or guardians of home-schooled students should contact their local school district for more assessment information.

2. Student Prohibited Behavior

A student who engages in prohibited behaviors as described in the *Assessment Integrity Guide*, a document approved by the SBE in September 2009. This box is NOT meant to be used for students who do not appear to be working hard on the assessment or otherwise not taking the assessment seriously. It is only intended for students engaging in practices that are strictly prohibited.

Research Codes

These codes are used by schools and districts for special research purposes. Research codes are important because they enable districts to obtain data specially customized to their needs. Remember, using research codes is a district-level decision, NOT a school-level decision; therefore, the DTC is responsible for making the final decision and determining what the codes will represent. This research option is similar to that offered with the MEAP assessments; therefore, DTCs may want to confer with MEAP District Coordinators about potential research.

Examples of Research Codes		
Sample Codes	Sample Research Report I	Sample Research Report II
1	Receives Title I Services	Mother Completed Grade 9
2	Does not receive Title I Services	Mother Completed Grade 10
3		Mother Completed Grade 11
4		Mother Completed Grade 12
5		Mother Completed 1 Year of College
6		Mother Completed 2 Years of College
7		Mother Completed 3 Years of College
8		Mother Completed 4 Years of College
9		Mother Completed Bachelor's Degree

Form Number

Select the form number of the assessment taken by the student. The form number can be found in the top right-hand corner of the front cover of the student's assessment booklet. This number **MUST** be selected prior to entering student ratings/responses online.

Accommodations (FI)

The accommodations field only applies to the FI assessments. Accommodations listed on the Student Demographic page apply only to Functional Independence Mathematics and Science assessments. Following are descriptions of some of the standard assessment accommodations commonly used on the FI assessments. For more detailed information on accommodated versions of the assessments, see Appendix A of the 2012/2013 TAM.

REMINDER: FI Accessing Print/Expressing Ideas assessments are NOT part of the Fall 2012 MI-Access Online Pilot.

Audio CDs

The FI assessment booklets will be available on audio CDs for use with students whose IEPs indicate that CDs are an appropriate assessment accommodation and who routinely use them during instruction.

The audio CDs will come packaged with a companion standard print assessment booklet and a student answer document. If you are participating in the Fall 2012 MI-Access Online Pilot, please **DO NOT** complete the paper answer documents for FI mathematics and science. Both the audio CD and the print booklet will have the same form number, which will always end with the number 1 (for example, Form FIM-51 for grade 5 FI mathematics). Please note that these form numbers may differ from numbers on the other assessment booklets being administered in a school; therefore, AAs **MUST** indicate the correct form number on the Student Demographic page.

Braille Versions

Braille versions of the FI assessment booklets will be available for students with visual impairment whose IEPs indicate that Braille is an appropriate assessment accommodation and who routinely use it during instruction.

All Braille versions of the assessments will come packaged with a companion Assessment Administrator Booklet for Braille, a Braille/Large Print ruler (when applicable), and a student answer document. If you are participating in the online pilot, please **DO NOT** complete the paper answer documents for FI mathematics and science.

Braille versions of the assessments will always have form numbers that end in 9 (for example, Form FIS-89 for grade 8 Functional Independence science). These form numbers will differ from the form numbers on the other assessment booklets being administered in a school; therefore, AAs **MUST** indicate the correct form number on the Student Demographic page.

Enlarged Print Versions

Enlarged print versions of the FI assessment booklets will be available for students with visual impairment whose IEPs indicate that enlarged print is an appropriate assessment accommodation and who routinely use it during instruction.

All enlarged print versions of the assessments will come packaged with a companion standard print assessment booklet, a Braille/Large Print ruler (when applicable), and a student answer document. If you are participating in the online pilot, please DO NOT complete the paper answer documents for FI mathematics and science. Please note that enlarged print versions of the assessments will always have form numbers that end with the number 1 (for example, Form FIM-71 for grade 7 FI mathematics). These form numbers may differ from the form numbers on the other assessment booklets being administered in a school; therefore, AAs MUST indicate the correct form number on the Student Demographic page.

Readers

Readers may be used to administer the assessment in one-on-one assessment situations or to small groups as long as the students mark their own answers in their assessment booklets. When making decisions about the use of readers, however, keep in mind that the assessments were developed specifically to accommodate the reading levels of the FI student population. Thus, while students may typically be read to in the classroom when working with grade-level materials (i.e., those that are beyond their instructional reading level), they MAY NOT need to be read to during the assessment.

Entering Student Ratings/Responses in the Online Answer Document

IMPORTANT! If you are participating in the Fall 2012 MI-Access Online Pilot, please DO NOT complete paper answer documents for the students whose ratings/responses will be entered online. FI AAs must ensure that paper answer documents are completed and submitted to Questar Assessment, Inc. for the Accessing Print/Expressing Ideas assessments.

Functional Independence

Once the FI assessments are administered, the AA will collect the completed student test booklets. The AA must then enter the student responses into the Online Answer Document.

1. The AA for FI assessments logs in.
2. To begin entering student responses, be sure to select the applicable Functional Independence assessment from the Currently Working in... drop-down menu on the upper right-hand corner of the Home page.

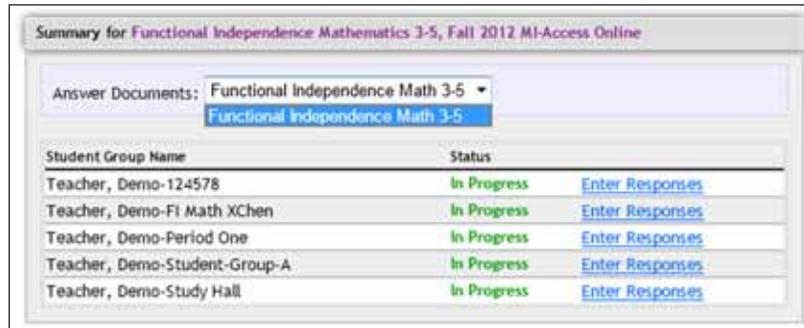
The screenshot displays the iTester Administration web interface. At the top left is the iTester Administration logo. At the top right, it says "Welcome, Demo Teacher. (Logout)" and "QAI Test 10 Juliet High (1037)". Below this, it indicates "Currently working in: Functional Independence Mathematics 3-5" and "Fall 2012 MI-Access Online". There are navigation buttons for "Students" and "Help".

On the left side, there is a "Your Profile" section with "Name: Demo Teacher" and "Email: xchen@questarai.com", and an "Edit" link. Below that is an "Announcement" section with "IMPORTANT DATES" and "MI-Access Testing Window: October 1-November 9, 2012".

On the right side, there is a "Summary for Functional Independence Mathematics 3-5, Fall 2012 MI-Access Online" section. It includes a dropdown menu for "Answer Documents: Functional Independence Math 3-5". Below this is a table with the following data:

Student Group Name	Status	
Teacher, Demo-124578	In Progress	Enter Responses
Teacher, Demo-FI Math XChen	In Progress	Enter Responses
Teacher, Demo-Period One	In Progress	Enter Responses
Teacher, Demo-Student-Group-A	In Progress	Enter Responses
Teacher, Demo-Study Hall	In Progress	Enter Responses

- The relevant answer document will be pre-populated in the Summary for... box on the Home page based on the selection made in the Currently Working in... drop-down menu.



- From the Summary for... box on the Home page, select Enter Responses next to the Student Group name.



- Click Edit to the right of the student's name.

District: QAI Test District 10 Juliet (Q010) School: QAI Test 10 Juliet High (1037)
 Administration: Fall 2012 MI-Access Online Content Area: Functional Independence Mathematics
 Assessment Administrator: Demo Teacher Student Group: Teacher, Demo-Study Hall
 Test Name: Functional Independence Math 3-5
 Testing Window: 2/13/2012 7:30 AM to 10/31/2012 5:00 AM

If you need assistance using the iTester Administration site, please contact Support by calling 877-540-8378 option 4 or via email at mi-access@questarai.com.

Last Name	First Name	Grade	Gender	Date of Birth	IBC	Test Form	Status	Date/Time Modified	Enter Responses
Test1081	Student	12	M	04/28/1994	Q103701081	FIM-49	Entering Responses	8/20/2012 9	Edit
Test1083	Student	9	F	07/17/1996	Q103701083	FIM	Not Started		Edit

- Review, confirm, and/or update the student demographic information on the Student Demographic page. Before entering student responses, the demographic fields must be reviewed.

The only Student Demographic fields that can be updated are listed below. If there are any Student Demographic fields at the top of the page that are incorrect, the AA must notify the STC. The STC must notify the DTC so that the required changes can be made during Tested Roster.

- Form Number
- Date of Assessment
- Class/Group Number
- Research Codes I and II
- Report Codes: Home Schooled and Prohibited Behavior
- Assessment Accommodations

Form Number and Date of Assessment are required fields. The Form Number can be found in the upper right-hand corner of the student’s test booklet.

- Check any applicable assessment accommodations. Braille assessments are indicated by the Form Number, ending in the number 9, that can be located in the upper right-hand corner of the student’s assessment booklet.

District:	QAI Test District 10 Juliet (Q010)	School:	QAI Test 10 Juliet High (1037)
Administration:	Fall 2012 MI-Access Online	Content Area:	Functional Independence Mathematics
Assessment Administrator:	Demo Teacher	Student Group:	Teacher, Demo-Study Hall
Student Name:	Test1083, Student (Q103701083)	Grade:	9
Gender:	F	Date of Birth:	07/17/1996
UIC:	Q103701083		

Functional Independence Math 3-5

Please make sure to review all applicable report codes and accommodation fields prior to save student response data.

Student Demographic | **Student Answers**

Form Number *

Date of Assessment: * (mm/dd/yyyy) Class/Group Number

Research Code I Research Code II

Report Code
 Home Schooled (Not Homebound)
 Student Prohibited Behavior

Accommodation
 Reader
 Audio CD
 Enlarged Print
 Other
 Nonstandard

- When student demographic information has been reviewed, updated, and confirmed, and applicable assessment accommodations have been checked, click Continue to proceed to the Online Answer Document.
- The Student Answers page will display the student’s name, district name, school name, and test form.

10. Click on the corresponding response option for each student response.

Functional Independence Math 3-5

Please make sure to review all applicable report codes and accommodation fields prior to save student response data.

Student Demographic |
 Student Answers

Mathematics

	A	B	C		A	B	C		A	B	C		A	B	C
Item 01	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 31	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Item 02	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 32	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Item 03	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 23	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 33	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Item 04	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 34	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Item 05	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 25	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 35	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Item 06	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 26	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 36	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Item 07	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 27	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 37	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Item 08	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 28	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 38	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Item 09	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 29	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Item 10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Item 30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Save
Cancel
Reset
Reset All

11. When finished entering student responses online, click Save. AAs may enter student responses in the Online Answer Document in one session or on multiple days. Be sure to click Save after each session when entering student responses to ensure all responses are saved.

Changing a Previously Recorded Rating

To change a previously recorded student response on the Online Answer Document, click on the new response.

Reset Button

The Reset button is used to reset any changes applied to the Online Answer Document since the last saved version. To reset changes made since the last saved version, click on the Reset button at the bottom of the page.



Reset All Button

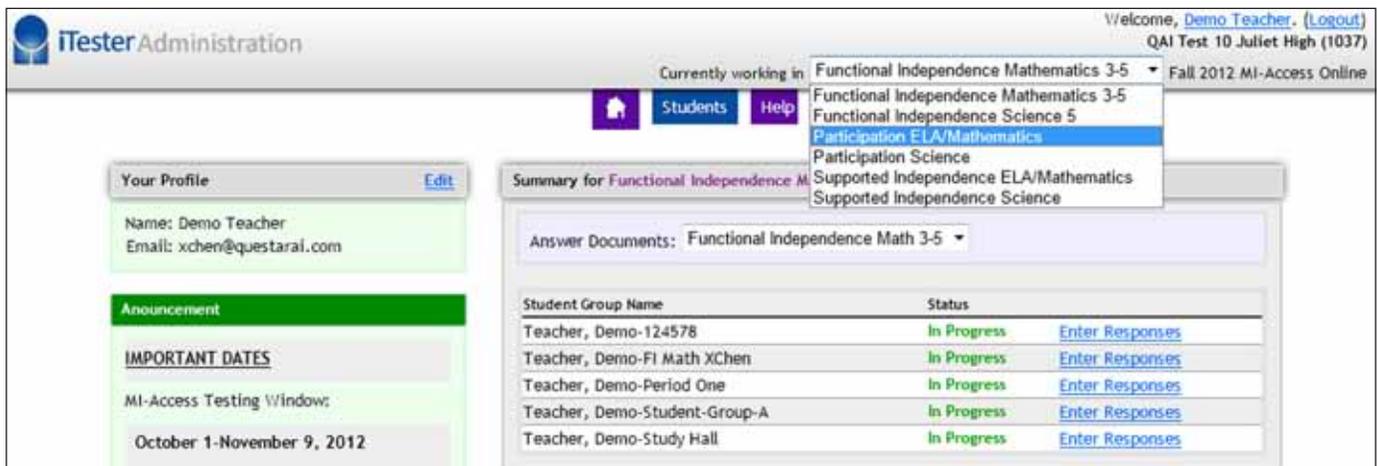
IMPORTANT! The Reset All button is used to clear the entire Online Answer Document and restore it to a blank answer document. Click on the Reset All button at the bottom of the page **ONLY** if you want ALL previously entered student responses eliminated. A window will pop up asking you to confirm clearing the Online Answer Document. Click OK to confirm or Cancel to go back to the Online Answer Document.



Participation and Supported Independence

Once the P/SI assessments are administered, the PAA will collect the Scoring Document (or tear-out sheets) from the SAA. The PAA must then enter both the PAA and SAA ratings into the Online Answer Document. The SAA must only review and affirm that his/her ratings were recorded accurately by the PAA. Both PAA and SAA ratings must be recorded. If either set of ratings is missing, the student's test will not be valid.

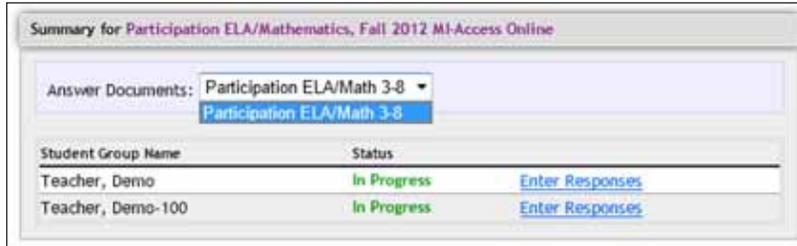
1. The PAA for P/SI assessments logs in.
2. To begin entering student ratings, be sure to select the applicable Participation or Supported Independence assessment from the Currently Working in... drop-down menu on the upper right-hand corner of the Home page.



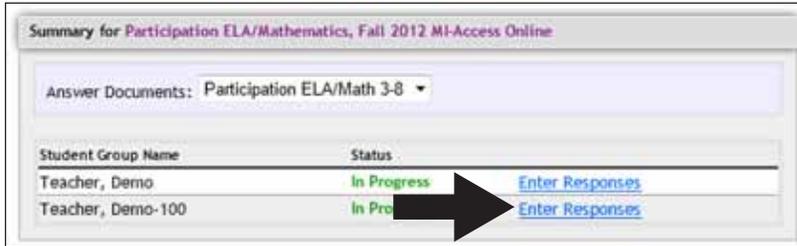
The screenshot shows the iTester Administration interface. At the top right, it says "Welcome, Demo Teacher. (Logout)" and "QAI Test 10 Juliet High (1037)". Below this, there's a "Currently working in" dropdown menu with the following options: "Functional Independence Mathematics 3-5", "Functional Independence Mathematics 3-5", "Functional Independence Science 5", "Participation ELA/Mathematics", "Participation Science", "Supported Independence ELA/Mathematics", and "Supported Independence Science". The "Participation ELA/Mathematics" option is currently selected. Below the dropdown, there's a "Summary for Functional Independence M" section with a table of "Answer Documents". The table has columns for "Student Group Name" and "Status".

Student Group Name	Status
Teacher, Demo-124578	In Progress Enter Responses
Teacher, Demo-FI Math XChen	In Progress Enter Responses
Teacher, Demo-Period One	In Progress Enter Responses
Teacher, Demo-Student-Group-A	In Progress Enter Responses
Teacher, Demo-Study Hall	In Progress Enter Responses

- The relevant answer document will be pre-populated in the Summary for... box on the Home page based on the selection made in the Currently Working in... drop-down menu.



- From the Summary for... box on the Home page, select Enter Responses next to the Student Group name.



- Click Edit to the right of the student's name.

District: QAI Test District 10 Juliet (Q010) School: QAI Test 10 Juliet High (1037)
 Administration: Fall 2012 MI-Access Online Content Area: Participation ELA/Mathematics
 Assessment Administrator: Demo Teacher Student Group: Teacher, Demo-100
 Test Name: Participation ELA/Math 3-8
 Testing Window: 2/13/2012 7:30 AM to 10/31/2012 5:00 AM

If you need assistance using the iTester Administration site, please contact Support by calling 877-560-8378 option 4 or via email at mi-access@questaral.com.

Last Name	First Name	Grade	Gender	Date of Birth	UIC	Test Form	Status	Date/Time Modified	Enter Responses
Test1081	Student	12	M	04/28/1994	Q103701081	PME-e1	Responses Verified	8/29/2012 10:00 AM	Edit
Test1082	Student	8	F	10/09/1997	Q103701082	PME-m3	Entering Responses	9/5/2012 2:11:55 PM	Edit
Test1084	Student	10	M	10/18/1995	Q103701084	PME-e2	Entering Responses	8/23/2012 2:22:56 PM	Edit

- Review, confirm, and/or update the student demographic information on the Student Demographic page. Before entering student responses, the demographic fields must be reviewed.

The only Student Demographic fields that can be updated are listed below. If there are any Student Demographic fields at the top of the page that are incorrect, the AA must notify the STC. The STC must notify the DTC so that the required changes can be made during Tested Roster.

- Form Number
- Date of Assessment
- Class/Group Number
- Research Codes I and II
- Report Codes: Home Schooled and Prohibited Behavior

Form Number and Date of Assessment are required fields. The Form Number can be found in the upper right-hand corner of the student's test booklet.

District:	QAI Test District 10 Juliet (Q010)	School:	QAI Test 10 Juliet High (1037)
Administration:	Fall 2012 MI-Access Online	Content Area:	Participation ELA/Mathematics
Assessment Administrator:	Demo Teacher	Student Group:	Teacher, Demo-100
Student Name:	Test1081, Student (Q103701081)	Grade:	12
Gender:	M	Date of Birth:	04/28/1994
UIC:	Q103701081		

Participation ELA/Math 3-8

Please make sure to review all applicable report codes and accommodation fields prior to save student response data.

Student Demographic | **Student Answers**

Form Number *	- Choose a form -	
Date of Assessment: *	(mm/dd/yyyy)	Class/Group Number
Research Code I		Research Code II
Report Code	<input type="checkbox"/> Home Schooled (Not Homebound)	
	<input type="checkbox"/> Student Prohibited Behavior	

- When student demographic information has been reviewed, updated, and confirmed, click Continue to proceed to the Online Answer Document.
- The Student Answers page will display the student's name, district name, school name, and test form.

- Click on the corresponding rating option for each PAA and SAA rating.

Participation ELA/Math 3-8

Please make sure to review all applicable report codes and accommodation fields prior to save student response data.

Student Demographic | **Student Answers**

English Language Arts																													
Item 01			Item 04			Item 07			Item 10			Item 13																	
3	2	1	A	B	C	3	2	1	A	B	C	3	2	1	A	B	C	3	2	1	A	B	C	3	2	1	A	B	C
P:	<input type="radio"/>	P:	<input type="radio"/>	P:	<input type="radio"/>	P:	<input type="radio"/>	P:	<input type="radio"/>																				
S:	<input type="radio"/>	S:	<input type="radio"/>	S:	<input type="radio"/>	S:	<input type="radio"/>	S:	<input type="radio"/>																				

Mathematics																													
Item 16			Item 19			Item 22			Item 25			Item 28																	
3	2	1	A	B	C	3	2	1	A	B	C	3	2	1	A	B	C	3	2	1	A	B	C	3	2	1	A	B	C
P:	<input type="radio"/>	P:	<input type="radio"/>	P:	<input type="radio"/>	P:	<input type="radio"/>	P:	<input type="radio"/>																				
S:	<input type="radio"/>	S:	<input type="radio"/>	S:	<input type="radio"/>	S:	<input type="radio"/>	S:	<input type="radio"/>																				

P: Primary Assessment Administrator; S: Shadow Assessment Administrator

- When finished entering student ratings online, click Save. PAAs may enter student ratings in the Online Answer Document in one session or on multiple days. Be sure to click Save after each session when entering student ratings to ensure all ratings are saved.

Changing a Previously Recorded Rating

To change a previously recorded rating on the Online Answer Document, click on the new rating.

Reset Button

The Reset Button is used to reset any changes applied to the Online Answer Document since the last saved version. To reset changes made since the last saved version, click on the Reset button at the bottom of the page.



Reset All Button

IMPORTANT! The Reset All button is used to clear the entire Online Answer Document and restore it to a blank answer document. Click on the Reset All button at the bottom of the page **ONLY** if you want ALL previously entered ratings eliminated. A window will pop up asking you to confirm clearing the Online Answer Document. Click OK to confirm or Cancel to go back to the Online Answer Document.

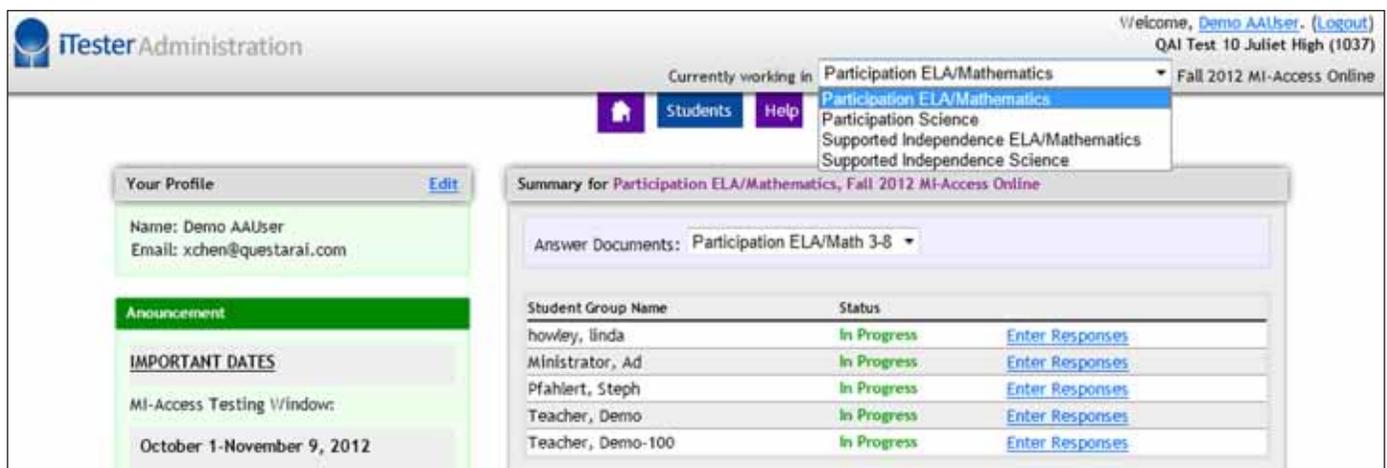


Affirming Student Ratings (P/SI Only)

The SAA must review and affirm that his/her student ratings were recorded accurately by the PAA. Both the PAA and SAA student ratings must be recorded.

IMPORTANT! If either set of ratings is missing, those items will not be valid responses and the student will not receive scores for the items.

1. The SAA for P/SI assessments logs in.
2. To begin reviewing student ratings entered by the PAA from the Home page, be sure to select the applicable Participation or Supported Independence assessment from the Currently Working in... drop-down menu on the upper right-hand corner of the page.



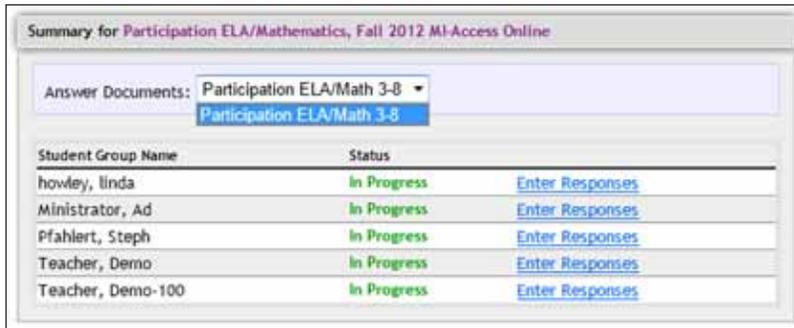
The screenshot shows the iTester Administration interface. At the top right, it says "Welcome, Demo AAUser. (Logout)" and "QAI Test 10 Juliet High (1037)". Below that, it says "Currently working in Participation ELA/Mathematics" with a dropdown menu. The dropdown menu is open, showing options: "Participation ELA/Mathematics", "Participation Science", "Supported Independence ELA/Mathematics", and "Supported Independence Science".

On the left side, there is a "Your Profile" section with "Name: Demo AAUser" and "Email: xchen@questarai.com". Below that is an "Announcement" section with "IMPORTANT DATES" and "MI-Access Testing Window: October 1-November 9, 2012".

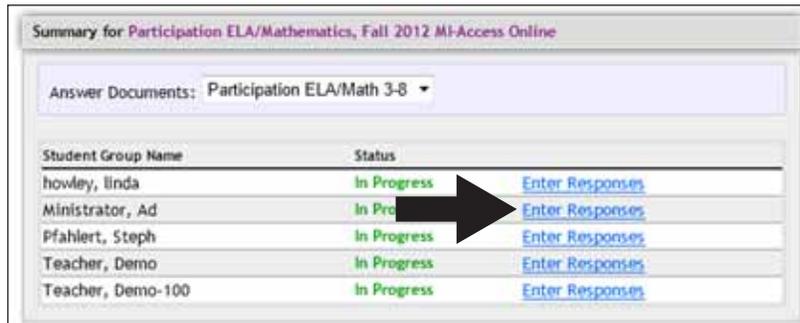
On the right side, there is a "Summary for Participation ELA/Mathematics, Fall 2012 MI-Access Online" section. It has a dropdown menu for "Answer Documents: Participation ELA/Math 3-8". Below that is a table with columns "Student Group Name" and "Status".

Student Group Name	Status
howley, linda	In Progress Enter Responses
Ministrator, Ad	In Progress Enter Responses
Pfahlert, Steph	In Progress Enter Responses
Teacher, Demo	In Progress Enter Responses
Teacher, Demo-100	In Progress Enter Responses

- The relevant answer document will be pre-populated in the Summary for... box on the Home page based on the selection made in the Currently Working in... drop-down menu.



- From the Summary for... box on the Home page, select Enter Responses next to the Student Group name.



- Click Edit to the right of the student's name.

District: QAI Test District 10 Juliet (Q010) School: QAI Test 10 Juliet High (1037)
 Administration: Fall 2012 MI-Access Online Content Area: Participation ELA/Mathematics
 Assessment Administrator: Demo Teacher Student Group: Teacher, Demo-100
 Test Name: Participation ELA/Math 3-8
 Testing Window: 2/13/2012 7:30 AM to 10/31/2012 5:00 AM

If you need assistance using the iTester Administration site, please contact Support by calling 877-560-8378 option 4 or via email at mi-access@questarai.com.

Last Name	First Name	Grade	Gender	Date of Birth	UNC	Test Form	Status	Date/Time Modified	Enter Responses
Test1081	Student	12	M	04/28/1994	Q103701081	PME-e1	Responses Verified	8/29/2012 10:00 AM	Edit
Test1082	Student	8	F	10/09/1997	Q103701082	PME-m3	Entering Responses	9/5/2012 2:11:55 PM	Edit
Test1084	Student	10	M	10/18/1995	Q103701084	PME-e2	Entering Responses	8/23/2012 2:22:56 PM	Edit

- The Online Answer Document will display the student's name, district name, school name, and test form.
- Review and confirm that all SAA ratings were accurately recorded.

- When finished reviewing ratings online, click the Affirm check box.

Note: If the SAA determines the ratings were recorded inaccurately, it is the responsibility of the SAA to resolve and request correction from the PAA. Once the SAA has affirmed the ratings entered by the PAA are correct, the PAA will no longer be able to change or reset the student ratings. If an error is found after the SAA has affirmed the ratings, the SAA must enter the online answer document and uncheck the affirmation box and click Save. Then the PAA can go back into the online answer document, make any applicable changes, and have the SAA affirm the ratings again. SAAs must complete affirmation of all student ratings no later than November 9, 2012.

Participation ELA/Math 3-8

Please make sure to review all applicable report codes and accommodation fields prior to save student response data.

Student Demographic
Student Answers

English Language Arts																																		
Item 01			Item 04			Item 07			Item 10			Item 13																						
P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C
S:							S:							S:							S:							S:						
Item 02			Item 05			Item 08			Item 11			Item 14																						
P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C
S:							S:							S:							S:							S:						
Item 03			Item 06			Item 09			Item 12			Item 15																						
P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C
S:							S:							S:							S:							S:						

Mathematics																																		
Item 16			Item 19			Item 22			Item 25			Item 28																						
P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C
S:							S:							S:							S:							S:						
Item 17			Item 20			Item 23			Item 26			Item 29																						
P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C
S:							S:							S:							S:							S:						
Item 18			Item 21			Item 24			Item 27			Item 30																						
P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C	P:	3	2	1	A	B	C
S:							S:							S:							S:							S:						

➔

 I affirm all selection above are accurate.

P: Primary Assessment Administrator; S: Shadow Assessment Administrator

Save
Cancel
Reset
Reset All

Site Completion

At the end of the test administration window, after all of the Assessment Administrators have entered all student ratings/responses in the Online Answer Document, it is the responsibility of the STC to affirm all student ratings/responses have been submitted online. Entry of student ratings/responses must be completed, and Site Completion indicated by the STC, no later than November 9, 2012. The iTester Site will be closed following the November 9, 2012 deadline and Assessment Administrators will not be able to access the system to enter or change student ratings or responses.

1. Click the Site Completion tab.
2. Click Complete this site button at the bottom of the page.
3. Inform the DTC that your school has completed testing.

A screenshot of a web-based dialog box titled "Site Completion". The dialog box has a light gray background and a thin border. At the top, the title "Site Completion" is displayed in a small font. Below the title, there is a line of text: "I affirm that all student's answers have been submitted online." At the bottom of the dialog box, there is a single button with a blue border and the text "Complete this site" in the center.

Help

Click the Help tab to access a variety of reference documents such as the 2012/2013 TAM, the Fall 2012 TAM Addendum, and Frequently Asked Questions.

Fall 2012 MI-Access Online Pilot Administrator Survey

The Administrator Survey for the online pilot will be available from October 15 through November 21, 2012. An e-mail notification will be sent when the survey is available on the iTester Home page under the Announcements section. Your feedback is critical and will be carefully reviewed and considered by the BAA.



Michigan Department of Education
Office of Educational Assessment and Accountability
608 West Allegan Street
P.O. Box 30008
Lansing, MI 48909
(877) 560-8378
www.mi.gov/mi-access

