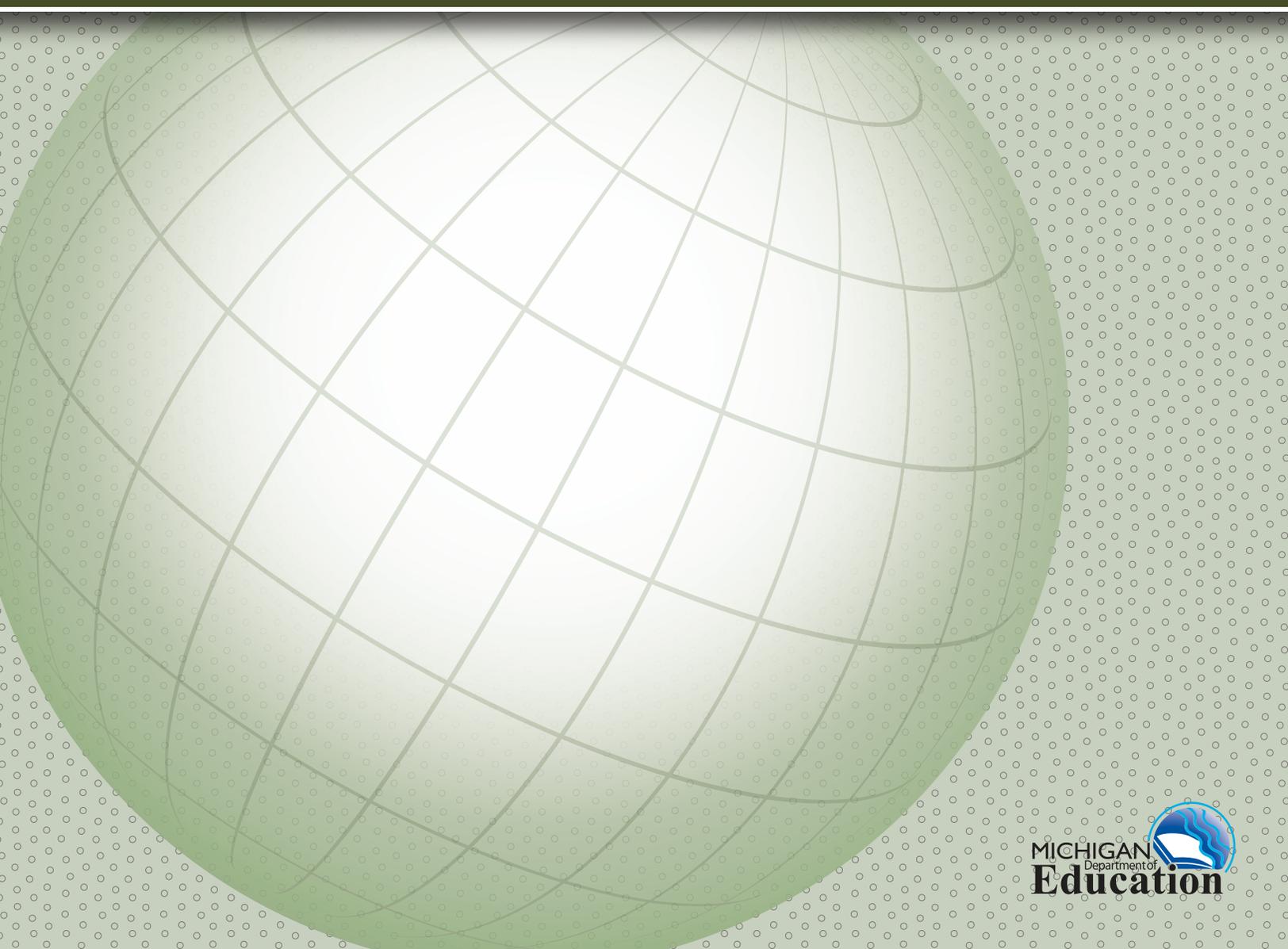MI-ACCESS FUNCTIONAL INDEPENDENCE
SOCIAL STUDIES ASSESSMENT

SPRING 2014 ONLINE PILOT

School Coordinator and Assessment Administrator Manual

MICHIGAN
Department of
Education

MICHIGAN DEPARTMENT OF EDUCATION
608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909

Office of Standards and Assessment
www.michigan.gov/mi-access
877-560-8378, Option 2

TABLE OF CONTENTS

PART I – GENERAL INFORMATION

INTRODUCTION

HOW TO USE THIS MANUAL

The purpose of this manual is to inform School MI-Access Coordinators and Assessment Administrators about how to prepare for and administer the MI-Access Functional Independence Social Studies Spring 2014 Online Pilot Assessments.

The manual is divided into three sections.

- The first section provides general information about the pilot that is important for all people involved in the administration process to read and understand.
- The second section of the manual provides detailed information specifically for School MI-Access Coordinators.
- The third section of the manual provides detailed information specifically for Assessment Administrators.

Please take time to read the sections of the manual that are appropriate given your role(s) in the assessment administration process. Additional copies of the manual may be downloaded from the MI-Access website at www.michigan.gov/mi-access and from the Michigan eDIRECT website at https://mi.drcedirect.com.

PURPOSE OF THE PILOT

The purpose of the pilot is to:

- collect information/data that the Michigan Department of Education's (MDE) Office of Standards and Assessment (OSA) can use for developing operational social studies assessments,
- provide students and Assessment Administrators with a valuable online testing experience,
- provide School MI-Access Coordinators and Assessment Administrators with an opportunity to practice online testing logistics, and
- provide schools an opportunity to determine the readiness of their technology infrastructure.

Please note that schools will **not** receive pilot assessment results. The results will be used only by the OSA to determine how best to proceed in making the assessments operational.

STUDENT POPULATION AND ONLINE TESTING

For years, MI-Access assessments have been used to determine what students know and are able to do in the content areas of English language arts, mathematics, and science. In 2015, the state will add social studies to its alternate assessment program.

The new social studies assessments are for Functional Independence students only. These are students who have, or function as if they have, mild cognitive impairment. (To learn more about the Functional Independence student population, go to www.michigan.gov/mi-access.) If a student's Individualized Education Program (IEP) indicates that he or she should take a MI-Access Functional Independence assessment in any content area, that student is eligible to participate in the spring 2014 social studies pilot.

In the past, the state's social studies assessments were administered in the fall to students in grades 6 and 9, and in the spring to students in grade 11. However, because of the state's decision to administer all assessments in the spring beginning in 2015, the MI-Access social studies pilot will assess students in grades 5, 8, and 11.

The pilot assessments will be administered entirely online. There will be no paper versions of the test. Reviewing the pilot training materials ahead of time will help School MI-Access Coordinators and Assessment Administrators determine whether students with visual impairments who typically require enlarged print versions of the test will be able to participate. (See page 32 for more information on accommodations.) This limitation is for the pilot only. When the social studies assessments are operational, paper accommodated versions will be available.

> **IMPORTANT!**
> **Target Student Population:**
> Functional Independence students
>
> **Grades Assessed:**
> 5, 8, and 11
>
> **Student Eligibility:**
> Any student whose IEP indicates that he/she should take a MI-Access Functional Independence Assessment in ANY CONTENT AREA (ELA, mathematics, science, and/or social studies) is eligible to participate.

TESTING WINDOW

The spring 2014 social studies pilot window runs from **April 1, 2014 – May 9, 2014**. Schools participating in the pilot may select any time within that window to conduct pilot testing. A district with more than one school participating in the pilot may decide to have its schools test at the same time, or it may decide to have each school set its own testing schedule based on the school's calendar and access to computers.

SOFTWARE COMPONENTS

The state's contractor for the spring 2014 social studies pilot is Data Recognition Corporation (DRC). DRC has two different software components that schools will use for pilot testing. (These are the same software components that are being used for the Spring 2014 Michigan Interim Assessment Pilot. Therefore, if a school is participating in that pilot as well, the software will only need to be installed once.)

EDIRECT

eDIRECT is DRC's test management system. It is a custom-built web application that (1) allows the state to provide school information to DRC (e.g., students testing), (2) allows DRC and the state to provide schools with important documents (e.g., training materials, manuals, etc.), and (3) allows schools to set up test sessions, create test tickets, and complete other tasks related to managing test administration.

Some activities conducted in eDIRECT—such as obtaining manuals and accessing training materials—do not require the use of usernames and passwords. Participants in the pilot may simply go to https://mi.drcedirect.com, click on the "General Information" dropdown menu, and click on "Documents." (See the following screenshot.) However, other activities—such as managing student information, setting up test sessions, and printing student test tickets—require users to log in to eDIRECT. The login process is explained in greater detail later in this manual.
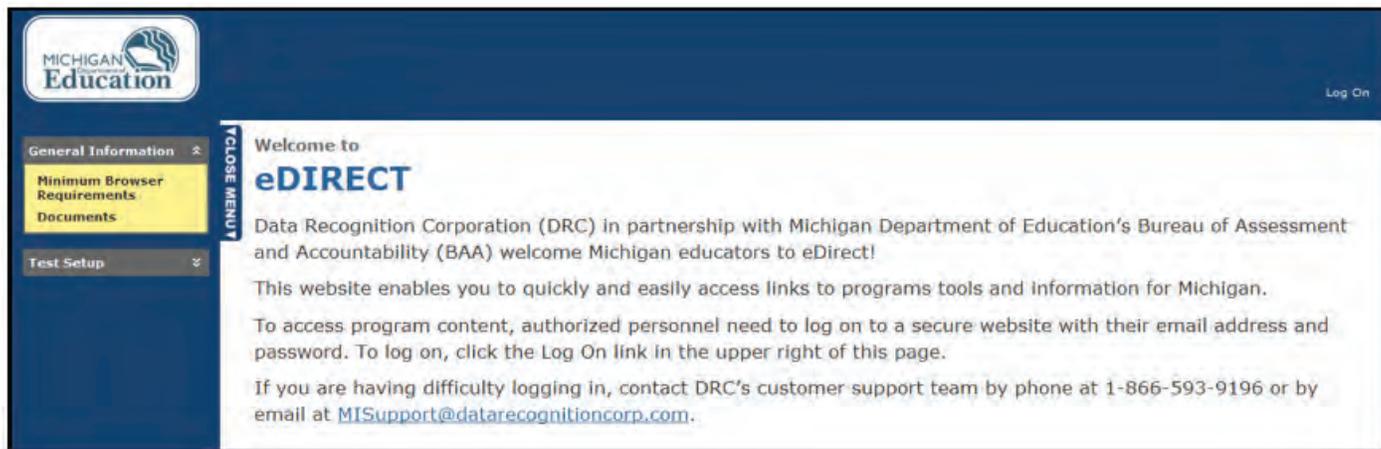
The following MI-Access materials will be available on eDIRECT by March 7, 2014:

- School MI-Access Coordinator and Assessment Administrator Manual
- MI-Access Social Studies Pilot Online Learning Program (for Coordinators, Assessment Administrators, and students)
- School MI-Access Coordinator Quick Start Guide
- Assessment Administrator Quick Start Guide
- Technology Coordinator User Guide
- Technology Coordinator Training Video
- Technical Quick Start Guide

INSIGHT

INSIGHT is DRC's test delivery system, which provides a secure online testing environment. It will be installed by MI-Access Technology Coordinators on each school workstation involved in pilot testing. In addition, Testing Site Manager (TSM) must be installed at a central location in the school or district. TSM provides content and response caching, as well as load simulation tests to help ensure a successful administration.

KEY ROLES AND RESPONSIBILITIES

There are three key roles that must be filled for a school to carry out the pilot. (It is possible in some schools that one person will fill more than one of these roles.)

SCHOOL MI-ACCESS COORDINATORS

School MI-Access Coordinators (SMCs) are responsible for managing pilot testing activities at the building level. These activities include the following:

1. Coordinate and oversee the pilot
2. Review the School MI-Access Coordinator and Assessment Administrator Manual
3. Complete the MI-Access Social Studies Pilot Online Learning Program
4. Coordinate and verify test engine set up with MI-Access Technology Coordinator
5. Print and distribute manuals to Assessments Administrators
6. Coordinate training of Assessment Administrators and students
7. Coordinate the use of Online Tools Training
8. Complete and manage OSA Security Compliance Forms
9. Schedule and prepare testing rooms

10. Schedule, create, and manage test sessions in eDIRECT
11. Print, sort, and distribute student test tickets in eDIRECT
12. Support Assessment Administrators during pilot testing
13. Communicate with DRC Customer Support and the OSA as needed
14. Collect and destroy test tickets after testing

Part II of this manual has more detailed information regarding the responsibilities of SMCs.

ASSESSMENT ADMINISTRATORS

Assessment Administrators (AAs) are responsible for numerous training and testing activities, including the following:

1. Review the School MI-Access Coordinator and Assessment Administrator Manual
2. Complete the MI-Access Social Studies Pilot Online Learning Program
3. Review Online Tools Training
4. Train all students participating in the pilot
5. Complete and sign a Security Compliance Form
6. Obtain student test tickets from SMCs
7. Log students in to test sessions
8. Administer tests to students (using the directions in the manual)
9. Help students review final testing screen
10. Submit tests after completion
11. Return student test tickets to SMCs
12. Complete post-test survey to provide the OSA with feedback on the testing experience

In most cases, AAs will be classroom teachers; however, other professionals in the school—such as school psychologists, teacher consultants, resource room teachers, or related services providers—may also administer the assessments, if necessary and if trained. Part III of this manual has more detailed information regarding the responsibilities of AAs.

MI-ACCESS TECHNOLOGY COORDINATORS

MI-Access Technology Coordinators (MTCs) are responsible for determining a school's technological capabilities, installing the INSIGHT test delivery system on all computers used for pilot testing, and performing system checks. (If your school is also participating in the Spring 2014 Michigan Interim Assessment Pilot, the same person may serve in this role for both pilots.) Training information for MTCs—including a detailed User Guide—can be found on eDIRECT at https://mi.drcedirect.com (select "Documents" in the "General Information" tab and then click the "Show Documents" button). The same technology-related information may also be found on the MI-Access website (at www.michigan.gov/mi-access).

CONTACT INFORMATION FOR KEY PERSONNEL

All schools participating in the social studies pilot must designate a person (or persons in the case of Assessment Administrators) to serve in each of the roles just described. The names of and contact information for SMCs and MTCs must then be provided to the OSA during the pilot registration process, so that usernames and passwords can be assigned. This will enable SMCs and MTCs to access the secure parts of eDIRECT and install INSIGHT. DRC Customer Support and OSA (when needed) will work with MTCs and SMCs directly. If AAs have any questions or concerns, they should bring them to their SMCs for follow-up.

PART II – SCHOOL MI-ACCESS COORDINATOR INFORMATION

School MI-Access Coordinators (SMCs) are responsible for overseeing all pilot testing activities from training themselves and Assessment Administrators (AAs), coordinating software installation, and ensuring that students have ample time to practice answering sample test questions to creating and scheduling test sessions, printing and distributing student test tickets, and ensuring a proper testing environment. This section of the manual provides a detailed description of each of these activities. It is organized according to when a particular activity might occur—before, during, or after testing.

BEFORE

TRAINING

COORDINATOR TRAINING

The first responsibility of SMCs is to fully understand and prepare for their role in the assessment administration process. There are a number of training tools to help SMCs with their work. The two most important tools are (1) this manual, and (2) the MI-Access Social Studies Pilot Online Learning Program, which provides basic information about the assessments and demonstrates how to complete important SMC tasks.

Both tools are available on the MI-Access website (at www.michigan.gov/mi-access) and on the Michigan eDIRECT website (at https://mi.drcedirect.com, select "Documents" in the "General Information" tab and then click the "Show Documents" button). Please read the manual carefully and complete the online learning program three to four weeks before the pilot assessment window opens.

A Quick Start Guide is also available for SMCs on the same two websites. The guide is a one-page checklist that coordinators can use before, during, and after testing to make sure they have completed all necessary tasks.

ASSESSMENT ADMINISTRATOR TRAINING

In addition to doing their own preparation, SMCs are responsible for preparing AAs to perform their duties. SMCs, therefore, need to print and distribute the manual to AAs and review with them relevant modules in the MI-Access Social Studies Pilot Online Learning Program.

The online learning program describes and demonstrates the different types of items that are part of the social studies pilot assessments, as well as the use and functionality of the online testing system. It also demonstrates how teachers will log students in to a test, review the test to make sure students have answered all the questions, and log students out of the test. AAs should complete their module of the online learning program first (ideally two to three weeks before testing begins), before trying to assist students.

STUDENT TRAINING

Although AAs are responsible for training students, SMCs need to make sure that all AAs involved in pilot testing are aware of the programs that are available for students and how to access them. SMCs may also help AAs schedule student training sessions.

There are two student-centered training programs available. The first is a module within the MI-Access Social Studies Pilot Online Learning Program, which can be found on the MI-Access website (at www.michigan.gov/mi-access). It is similar to the module for AAs in that it shows students the different types of items that will appear on the test and describes the tools, buttons, and controls available to help them. It is, however, shorter and simpler.

The second training program is called Online Tools Training (OTT), which can be accessed through INSIGHT. (MI-Access Technology Coordinators [MTCs] will install INSIGHT on all computers designated for testing and an icon will appear on the desktop). This training opportunity allows students to practice taking the test as many times as they want. In the OTT program, students can answer sample questions, try assessment tools (like the magnifier and highlighter), practice turning pages within passages, practice moving back and forth between questions, and so forth. **It is imperative that students have the opportunity to experience both training programs as many times as possible before testing begins, so they are not encountering the test engine for the first time when taking the actual test.**

Following are instructions on how to access the MI-Access social studies OTT in INSIGHT.

TO LAUNCH THE ONLINE TOOLS TRAINING, FOLLOW THESE STEPS:

1. Double-click on the **DRC INSIGHT** icon on the desktop.

2. Select **Online Tools Training** under the MI-Access logo.

3. Select **MI-Access Social Studies**.

4. Enter the **Username** (socialstudies) and **Password** (test1234).

5. Click on **Sign In** and follow the instructions on the screen.

IDENTIFYING TESTING ROOMS AND WORKSTATIONS

Prior to training and testing, SMCs must determine where testing will take place, how many computers are needed, and which computers will be used. Then, the SMC will coordinate with the MTC to ensure that INSIGHT (the test delivery system) is installed on designated testing computers.

The testing room(s) must (1) provide a quiet and calm atmosphere in which students can concentrate, (2) be available prior to testing so students can "practice" using tools and answering test questions in the OTT section of INSIGHT, and (3) be available on scheduled testing days during the pilot window.

SMCs also need to make sure that headphones are available for all designated testing computers, because the social studies pilot assessments are read aloud by the computer (using text-to-speech and human voice audio). Students, with the help of AAs, may choose to turn the audio off, but the assessments will default to the read-aloud format. (See page 30 of this manual for more information on audio formats.)

The scheduling and preparation of testing rooms and equipment should take place well before the pilot window opens to ensure that the technology is working properly and that AAs and students have sufficient time to familiarize themselves with the online testing tools and items types. Please note that all social studies-related materials in the testing room—such as maps, timelines, and posters—must be removed or covered on testing days.

SETTING UP TEST SESSIONS

The bulk of an SMC's work will take place in eDIRECT. That is where test sessions are created, students are assigned to test sessions, and test tickets are created and printed. Following is detailed information on how to complete each of these important steps.

COORDINATOR USERNAMES AND PASSWORDS FOR EDIRECT

To create test sessions in eDIRECT, SMCs must first be granted permission to access the system. That is why schools must designate who their SMCs will be and provide names and contact information for those individuals to the Michigan Department of Education's (MDE) Office of Standards and Assessment (OSA) during the pilot registration process.

Once permission is granted, the SMC will receive a notification email from the "DRC State Project Team" (noreply@datarecognitioncorp.com) indicating that a user account has been set up. If you are an SMC and have not received this email by March 12th, first check to make sure it did not go into the "Spam" folder, then contact DRC Customer Support at 1-866-593-9196. (To request additional accounts for other pilot users, the school principal or District MI-Access Coordinator must contact the OSA at 1-877-560-8378, Option 2.)

The SMC's e-mail address will be his or her username. Then, DRC will assign the SMC a temporary password that must be used to log in to the system for the first time. If an SMC does **NOT** log in to the system within **ten days** of receiving his or her temporary password, the account will be made inactive and the password will no longer be valid. SMCs should contact DRC Customer Support (at the number above) to receive help with this or other login issues.

Please note that the system does provide SMCs with the ability to reset their passwords if they have forgotten them. On the eDIRECT login screen, click "Forgot Password?" to begin the process of resetting a password. A password can only be reset after the user has logged in initially.

DATA SECURITY AND COMPLIANCE FORMS

Once SMCs are logged in to the system, they will have access to secure student data, as well as all student and test session information specific to the school. Maintaining the security and confidentiality of this information is extremely important, as is maintaining the security of test items. If at any time usernames and/or passwords are compromised, contact the OSA immediately (at 1-877-560-8378, Option 2). If the SMC is unable to perform his or her duties and must be replaced, the school principal or District MI-Access Coordinator must contact the OSA to initiate a new SMC user account within the eDIRECT system.

Because SMCs have access to secure information, they must complete two other important tasks related to security and ethics before participating in any other pilot assessment activities:

- Review the guidelines in the Assessment Integrity Guide, which is available at http://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf.
- Complete and sign the OSA Security Compliance Form in the appendix of this manual. The SMC's signed security form must be kept on file at the school, along with the signed forms of all AAs involved in the pilot. By signing the form, SMCs are indicating that they have read and understood the guide and agree to follow all rules regarding ethical administration practices and maintaining the security of test materials.

STUDENT PARTICIPATION

For regular MI-Access test cycles, students must be pre-identified in the state's secure site in order to be tested. That is not the case for this pilot. Instead, the state will download into eDIRECT data on all students in grades 5, 8, and 11 that have Individualized Education Programs (IEPs). That way, SMCs will only need to search for those students in their schools who (1) are eligible to participate in the pilot (i.e., any students whose IEP indicates that they should take a Functional Independence [FI] assessment in any content area), and (2) have been designated by the school as a pilot participant. The SMC will then assign those students to the appropriate test sessions. If SMCs search for a student (using the student's last name, first name, and/or grade) and cannot find him or her in eDIRECT, they should call DRC Customer Support (at 1-866-593-9196) for assistance.

SCHEDULING TESTS

Once an SMC knows which students in the school will be testing, he or she should work with AAs to prepare a testing schedule. The schedule must include two testing periods for each student, because the assessments have two parts that must be administered in separate sittings. The schedule will depend on several factors, including the following:

- Which students may test in small groups and which ones require one-on-one assessment?
- How many computers in the school are tech ready and may be used for the pilot once INSIGHT is installed?
- Which staff members are available, qualified, and have been trained so they can administer the pilot assessments?

The answers to these questions will determine a school's testing schedule. For example, Maple Grove is a K-8 school. It has four grade 5 FI students and two grade 8 FI students participating in the pilot. The school has a computer lab that can accommodate up to ten students testing at a time. It also has (1) one tech-ready computer in a private area in the library where an individual student can test, (2) two tech-ready computers in its resource room, and (3) one tech-ready computer in the school psychologist's office. Maple Grove's testing schedule might look like Table 1 on the following page.

Table 1: Sample Test Period Schedule – Multiple Grades

STUDENT	GRADE	CONSIDERATIONS	AA & LOCATION	FIRST TEST PERIOD	SECOND TEST PERIOD
Blake, Alison	5	Motor impairments require oral responses and, therefore, needs one-on-one testing	Related Services Provider in the library	April 14 AM	April 15 AM
Cole, Benjamin	5	May test in a small group	Classroom teacher in the computer lab	April 16 AM	April 17 AM
Durr, Colin	5	May test in a small group	Classroom teacher in the computer lab	April 16 AM	April 17 AM
Frost, Anna	5	May test in a small group	Classroom teacher in the computer lab	April 16 AM	April 17 AM
Harney, Luke	8	IEP requires one-on-one testing due to nature of his impairment	School Psychologist in her office	April 21 AM	April 22 AM
Poulos, Elena	8	No special requirements necessary	Classroom teacher in the resource room	April 21 AM	April 22 AM

In another example, Jefferson High School only has grade 11 students participating in the pilot, all of whom may test in a small group setting. However, there are seven students participating and the computer lab only has five tech-ready computers. In this case, the school's testing schedule might be organized by group (see Table 2).

Table 2: Sample Test Period Schedule – Single Grade

STUDENT	AA & LOCATION	FIRST TEST PERIOD	SECOND TEST PERIOD
Group 1			
Adder, Sarah	Classroom teacher in the computer lab	Wednesday AM, April 16	Thursday AM, April 17
Bonner, Darrin	Classroom teacher in the computer lab	Wednesday AM, April 16	Thursday AM, April 17
Dove, Andrew	Classroom teacher in the computer lab	Wednesday AM, April 16	Thursday AM, April 17
Garth, Michael	Classroom teacher in the computer lab	Wednesday AM, April 16	Thursday AM, April 17
Group 2			
March, Lindsey	Classroom teacher in the computer lab	Wednesday PM, April 16	Thursday PM, April 17
Revel, Martina	Classroom teacher in the computer lab	Wednesday PM, April 16	Thursday PM, April 17
Smith, Jackson	Classroom teacher in the computer lab	Wednesday PM, April 16	Thursday PM, April 17

NAMING AND CREATING TEST SESSIONS IN EDIRECT

Once the school's testing schedule has been established, the SMC may go into eDIRECT and create test sessions. **Two test sessions must be created in eDIRECT for EACH GRADE of students testing in the school.** Using the Maple Grove example, the SMC will need to create two test sessions for grade 5 and two test sessions for grade 8. To keep the sessions separate, the SMC should use the following naming conventions:

Grade 5 eDIRECT Test Sessions

- Grade 5/Part 1
- Grade 5/Part 2

Grade 8 eDIRECT Test Sessions

- Grade 8/Part 1
- Grade 8/Part 2

If for some reason it is decided that an SMC will schedule test sessions for multiple schools, he or she may also want to include the name of the school in the test session. For example,
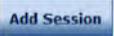
- Grade 5/Madison Elementary/Part 1
- Grade 5/Madison Elementary/Part 2
- Grade 5/Maple Grove/Part 1
- Grade 5/Maple Grove/Part 2
- Grade 8/Maple Grove/Part 1
- Grade 8/Maple Grove/Part 2
- Grade 11/Jefferson High School/Part 1
- Grade 11/Jefferson High School/Part 2

In this example, the SMC is creating test sessions for three different schools (one is a K-5 school [Madison Elementary], one is a K-8 school [Maple Grove], and one is a high school [Jefferson High School]), and each school has two sessions for each grade of students being assessed.

Please note that the test sessions created in eDIRECT do NOT correlate to the test periods scheduled for the school. In other words, SMCs do NOT need to create a test session in eDIRECT for every test period scheduled, they just need to create two sessions **per grade** and print the appropriate student test tickets from eDIRECT whenever the student actually tests. The schedule is created outside of eDIRECT and is only for the school's use.

SMCs may use the following directions to create test sessions in eDIRECT. (Please note that there are built-in instructions throughout the Test Setup system. Any time you see the word "Instructions" in a box with a plus sign in front of it, click on the plus sign to get more information.)

TO CREATE TEST SESSIONS, FOLLOW THESE STEPS:

1. Go to the eDIRECT website at https://mi.drcedirect.com.

2. Click **Log On** in the upper right corner and enter your email address (username) and password.

3. Click on **Test Setup** in the left menu.

4. Click on **Test Sessions**.

5. Select the **Administration** (MI-Access FI Spring 2014).

6. Select the **District** and **School**.

7. Click the **Add Session** button `Add Session`. (You may need to scroll to the bottom of the page to find this button.)

8. Enter the required information:

a. **Session Name**

   Test Session Name Recommendation: <Grade>/<Part>
   Example: Grade 5/Part 1

b. **Assessment:** For Test Session Part 1, the assessment will be **Grade XX SS-HVA**. For Test Session Part 2, the assessment will be **Grade XX SS-TTS**. Please select the appropriate grade for the session—either 05, 08, or 11.)

c. **Mode**, **Begin Date**, and **End Date** are required, but are pre-populated and not editable.

Add Test Session

⊞ Instructions

* Indicates required fields

Session Name	Content Area	Assessment
Grade 5/Part 1 *	Social Studies ▾ *	Grade 05 SS - HVA ▾ *

NOTE: At least one student MUST be added before a test session can be saved. Keep reading to see how to complete that task.

ADDING STUDENTS WHILE CREATING A TEST SESSION

TO ADD A STUDENT WHILE CREATING A TEST SESSION, FOLLOW THESE STEPS:

1. To find a student to assign to a test session, you may either (1) search for a particular student by entering the appropriate search criteria (such as **Last Name**, **First Name**, and/or **Grade**), or (2) leave the **Last Name** and **First Name** fields blank and select a **Grade** to work with an alphabetical student list for that grade level.

2. Click **Find Students**.

3. To clear your search criteria and start again, click **Clear**.

4. Select a student from the **Available Students** list (or to multi-select several students at the same time, use Ctrl + Mouse Click).

5. Click the **Right Arrow** icon to move the selected students from the **Available Students** list to the **Students in Session** list.

6. Click **Save**.

7. To cancel and return to the **Test Sessions** page, click **Cancel**.

8. Once a student or students are added, you may **Save** the **Test Session**.

Note: Students with a pound sign (#) before their names are not available for the test session because they have already been added to a test session for the assessment selected. Each student can only be in one test session for Part 1 and one test session for Part 2.

Add Test Session

🔵 **Testing Window: 04/01/2014 – 05/09/2014**

🔵 **Eligible Grades: 05**

⊞ Instructions

* Indicates required fields

Session Name	Content Area	Assessment
Grade 5/Part 1 *	Social Studies ⌄ *	Grade 05 SS – HVA ⌄ *

Mode	Begin Date	End Date
Online ⌄ *	📅 *	📅 *

Search for Available Students

Student Last Name	Student First Name	State Student ID (UIC)	Grade
			05 ⌄

[Find Students] [New Student] [Clear]

Available Students:

Ahrami, Muhammad (3548556693)
Helsheimer, Meghan (5643125548)
Lopez-Martinez, Ronald (6457945684)
Pershing, Crystal (7458963257)
Smithers-Buckington, Samuel Eli (4455669
Witte, Sally (1245789856)

Double-click to edit Student

Students in Session:

Barrington-Creshman, Annaleigh (456987456
Persons, Javon (7894578452)
Yee, Caroline (1234567895)

Double-click to edit Student

[Save] [Cancel]

	The arrow buttons on the Test Session window perform the following actions:
▶	Add the selected student(s) from the **Available Students** list to the **Students in Session** list.
◀	Remove the selected student(s) from the **Students in Session** list.
▶▶	Add all students in the **Available Students** list to the **Students in Session** list.
◀◀	Remove all students from the **Students in Session** list.

MANAGING ALREADY-CREATED TEST SESSIONS

Once a test session has been created, SMCs can search, edit, delete, and copy sessions as needed. Following are detailed instructions on how to carry out each of these tasks.

SEARCHING FOR TEST SESSIONS

TO SEARCH FOR TEST SESSIONS, FOLLOW THESE STEPS: 1. Select **Test Sessions** under the **Test Setup** tab. 2. Select the **Administration** you would like to search (MI-Access FI Spring 2014) 3. Select the **District** and **School**. 4. Enter any additional filter criteria. 5. Click **Show Sessions**.	

EDITING/DELETING TEST SESSIONS

TO EDIT TEST SESSIONS, FOLLOW THESE STEPS: 1. Select **Test Sessions** under the **Test Setup** tab. 2. Select the **Administration** you would like to search (MI-Access FI Spring 2014). 3. Select the **District** and **School**. 4. Click **Show Sessions**. 5. Click the **View/Edit** icon in the Action column next to the test session. 6. See the **Create Test Session** section on pages 14 and 15 of this manual for further information.	**TO DELETE TEST SESSIONS, FOLLOW THESE STEPS:** 1. Select the session(s) you wish to delete in the far left column. 2. Click the **Delete** icon in the **Action** column to delete a test session. **NOTE:** A test session cannot be deleted once a student assigned to it has begun or completed testing.

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
☐	DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	S▮▮▮▮▮▮▮	Grade 08 SS - HVA	Not Started	▮▮▮▮▮▮	▮▮▮▮	🖉 📥 📋 📄 🖨 ✖

Test Session Status Descriptions:

Not Started — None of the students in the session has started testing.

In Progress — One or more of the students in the session have started or completed testing.

Completed — All students in the session have completed the test.

COPYING TEST SESSIONS

There are some instances in which an SMC may want to copy a test session. (The **Copy a Test Session** functionality allows users to create multiple test sessions for the **same group of students**.) For example, if the SMC has already created a test session for Grade 5/Part 1, he or she may want to copy that session to create the second (Grade 5/Part 2) test session for those same students.

TO COPY A TEST SESSION, FOLLOW THESE STEPS:

1. Select **Test Sessions** under the **Test Setup** tab.

2. Select the **Administration** you would like to search (MI-Access FI Spring 2014).

3. Select the **District** and **School**.

4. Click **Show Sessions**.

5. Click **Copy Session** 📋 in the **Action** column, which appears at the far right.

6. Enter the new test session name in the **Session Name** field (use the standard naming convention).

7. Select the **Assessment**. (For Test Session Part 1, the assessment will be **Grade XX SS-HVA**. For Test Session Part 2, the assessment will be **Grade XX SS-TTS**. Please insert the appropriate grade for the session—either 05, 08, or 11.)

8. Click **Save**.

9. To cancel and return to the **Test Sessions** page, click **Cancel**.

ADDING STUDENTS TO TEST SESSIONS AND CHECKING STATUS

ADDING STUDENTS TO ALREADY-CREATED TEST SESSIONS

Instructions were provided earlier in this manual regarding how to assign students to a test session while the session was being created. Students can also be added after a session has been set up.

TO ADD A STUDENT TO AN ALREADY-CREATED TEST SESSION, FOLLOW THESE STEPS:

1. Select **Test Sessions** under the **Test Setup** tab.

2. Select the **Administration** you would like to search (MI-Access FI Spring 2014).

3. Select your **District** and **School**.

4. Click **Show Sessions**.

5. Select the View/Edit button .

6. Enter student identifying information (name, grade, etc.) and select **Find Students**, or leave fields blank and click **Find Students** to list all available students.

7. Select the student you wish to add to the session, then click the right arrow button to move that student from **Available Students** to **Students in Session**.

8. Click **Save** to save the session with new students.

Note: If you cannot find a student in the system, call DRC Customer Support (at 1-866-595-9196) for assistance.

			Session Detail					
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
☐	DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	S	Grade 08 SS - HVA	Not Started			

Edit Test Session

🔵 **Testing Window: 04/01/2014 – 05/09/2014**

🔵 **Eligible Grades: 05**

⊞ Instructions

* Indicates required fields

Session Name | Content Area | Assessment
Grade 5/Part 1 * | Social Studies ⌄ * | Grade 05 SS – HVA ⌄ *

Mode | Begin Date | End Date
Online ⌄ * | 🗓 * | 🗓 *

Search for Available Students

Student Last Name | Student First Name | State Student ID (UIC) | Grade
| | | 05 ⌄

[Find Students] [New Student] [Clear]

Available Students:
Ahrami, Muhammad (3548556693)
Helsheimer, Meghan (5643125548)
Lopez-Martinez, Ronald (6457945684)
Pershing, Crystal (7458963257)
Smithers-Buckington, Samuel Eli (4455669
Witte, Sally (1245789856)

Double-click to edit Student

▶ ◀ ▶▶ ◀◀

Students in Session:
Barrington-Creshman, Annaleigh (456987456
Persons, Javon (7894578452)
Yee, Caroline (1234567895)

Double-click to edit Student

[Save] [Cancel]

TO VIEW TEST SESSIONS ALONG WITH THE TEST STATUS FOR A STUDENT, FOLLOW THESE STEPS:

1. Select **Students** under the **Test Setup** tab.

2. Select the **Administration** you would like to search (MI-Access FI Spring 2014)

3. Select the **District** and **School**.

4. Search for the student by entering criteria in the available search fields (**Last Name**, **First Name**, **UIC**, and **Grade**) and click the **Find Students** button.

5. Click the **View/Edit Student** icon in the **Action** column to the right of the selected student.

6. Select the **Test Sessions** tab.

7. To cancel and return to the **Manage Student** page, click **Cancel**.

DURING

PREPARING TESTING ROOMS

On testing days, the SMC must check the testing room to ensure that (1) all designated computers are working, (2) INSIGHT is accessible on those computers, (3) headphones are available and functioning at all workstations, and (4) all social studies-related materials (maps, timelines, posters, etc.) have been removed or covered.

CREATING, PRINTING, SORTING, AND DISTRIBUTING STUDENT TEST TICKETS

LOGIN TICKET INFORMATION

In order to log in to an assessment, each student will require a test ticket. The test ticket will include the test session name, as well as the student's name, date of birth, Unique Identification Code (UIC), and District Student ID. The test ticket also will include a unique username and password for the student, which is auto-generated when the student is placed in a test session. Please note that a student will have the **same username** for both parts of the test (Part 1 and Part 2), but **the passwords will be different**.

Usernames will include the student's first initial, last name, and a number. Passwords will include four letters and four numbers. (Usernames and passwords are not case sensitive.) Please note that, the Student Name field on a test ticket is limited to 16 characters; therefore, if the student's name exceeds 16 characters, a portion of the name will not appear. The graphic below shows what the test tickets might look like for a fifth-grade student named Hassan Mohammed.

MI-Access FI Spring 2014 Test Ticket **Grade 5 SS - HVA**	**MI-Access FI Spring 2014 Test Ticket** **Grade 5 SS - TTS**
Test Session Name: Grade 5/Part 1 Student Name: Mohammed, Has M. Date of Birth: 2/23/2004 State Student ID (UIC): 2321234454 District Student ID: 9483721 Username: HMohammed1 Password: JFUE3957	Test Session Name: Grade 5/Part 2 Student Name: Mohammed, Has M. Date of Birth: 2/23/2004 State Student ID (UIC): 2321234454 District Student ID: 9483721 Username: HMohammed1 Password: LOJG4365

PRINTING (OR REPRINTING) STUDENT TEST TICKETS

SMCs must print student test tickets, give them to the appropriate AAs, and the AAs will use them to log students in to the test on the testing day. (Please note that test tickets are considered secure materials, so they must be handled just like hard copy test booklets and answer documents.)

TO PRINT OR REPRINT STUDENT TEST TICKETS, FOLLOW THESE STEPS:

1. Select **Test Sessions** under the **Test Setup** tab.

2. Select the **Administration** you would like to search (MI-Access FI Spring 2014).

3. Select your **District** and **School**.

4. Click **Show Sessions**.

5. Click on the **Edit/Print Ticket Status** icon [icon] in the **Action** column next to the test session.

6. Select the test tickets by checking the box next to the applicable students and clicking **Print Selected**. You can also select **Print All** to print all the tickets for the test session. (This is the option used to reprint student test tickets.)

7. A PDF document will open containing a roster of student tickets being printed and the test tickets.

8. Print the PDF and separate the tickets for distribution to Assessment Administrators at testing time.

9. To return to the **Test Sessions** page, click **Close**.

TO "QUICK PRINT" ALL TEST TICKETS ALONG WITH THE TEST ROSTER FOR A SESSION:

1. Click the **Print All** icon [icon] in the **Action** column next to the test session

	Session Detail							
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
☐	DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	Grade 5/Part 1	Grade 05 SS - HVA	Not Started			[icons]

The student test ticket always indicates the name of the assessment (MI-Access Functional Independence Social Studies Spring 2014), the test session (Grade/Part), and the student's name (with middle initial), date of birth (DOB), UIC, username, and password. Please use the DOB and middle initial to positively identify students with the same or similar names.

When student test tickets are printed, the following is included:

- A Student Test Roster with all usernames and passwords for each student assigned to that session.
- One set of student test tickets.
  - o The same usernames will be used for Part 1 and Part 2 of the test, but students will have different passwords.
  - o Tickets may be reprinted for individual students or for an entire grade.

SORTING AND DISTRIBUTING STUDENT TEST TICKETS

For MI-Access, SMCs need to alternate the order in which test parts are presented to students. This is because certain forms of the test use text-to-speech as their audio format and other forms use human voice audio. For psychometric purposes, it is important that not all students hear the same audio format first and the other audio format second.

To accomplish this task, SMCs will need to print both test tickets (Part 1 and Part 2) for the students testing in a particular grade. Then, alternate the tickets by part. For example, on Day 1 of testing, if Student A gets his/her test ticket for Part 1, Student B should get his/her test ticket for Part 2. Student C will get his/her test ticket for Part 1, and Student D will get his/her test ticket for Part 2, and so on. This will ensure that half of the students testing on Day 1 will take the first part of the test (HVA), and half will take the second part (TTS). (See Table 3 for an example of how this might look for Jefferson High School's Group 1 students.) Once the SMC has sorted the test tickets into two piles, he or she can give the Day 1 batch to AAs for use. The remaining tickets should be put into an envelope for Day 2 of testing and kept in a safe, secure place.

Table 3: Sorting Test Tickets for Jefferson High School – Group 1

STUDENT	DAY 1 TEST TICKETS	DAY 2 TEST TICKETS
Adder, Sarah	Part 1 - HVA	Part 2 - TTS
Bonner, Darrin	Part 2 - TTS	Part 1 - HVA
Dove, Andrew	Part 1 - HVA	Part 2 - TTS
Garth, Michael	Part 2 - TTS	Part 1 - HVA

CHECKING STUDENT TESTING STATUS

At any time during the pilot window, SMCs may go into eDIRECT to determine which students have started testing, which students have completed testing, which students have been locked out of a test, and which students have completed their tests.

TO VIEW STUDENT TESTING STATUS, FOLLOW THESE STEPS:

1. Select **Test Sessions** under the **Test Setup** tab.

2. Select the Administration (MI-Access FI Social Studies)

3. Select your **District** and **School**.

4. Click **Show Sessions**.

5. Select the **Session** you want and then click on the **Edit/Print Ticket Status** icon.

Test Ticket Status Descriptions:

Not Started—The student has not started the test.

In Progress—The student has begun the test.

Completed—The student has completed the test.

Locked—The test is locked and can only be unlocked by contacting DRC Customer Support at 1-866-593-9196. (See page 28 for more information on locked students.)

CONTACTING DRC CUSTOMER SUPPORT AND THE OSA

Should a problem or question arise regarding setting up test sessions, the online testing experience, or the functionality of the testing software, the SMC (or MTC) should contact DRC Customer Support (at 1-866-593-9196 or MISupport@DataRecognitionCorp.com). All other questions regarding the MI-Access pilot assessments should be directed to the OSA (at 1-877-560-8378, Option 2 or BAA@michigan.gov).

SPECIAL TESTING SITUATIONS

EXTENDING TESTING SESSIONS

The MI-Access Functional Independence Social Studies Spring 2014 Online Pilot Assessments are untimed. Not all students, however, will finish the tests at the same time. Therefore, SMCs and AAs should anticipate students completing the test at different times and make plans for managing test rooms and test sessions accordingly. Students should never feel rushed while they are taking the pilot tests, nor should they be penalized for working more slowly than their peers. It is equally important, however, that students be encouraged to work in a timely manner to finish the test.

INTERRUPTED TESTING

A student may be interrupted during testing if Internet connectivity for his or her workstation is lost. However, because Testing Site Manager (TSM) has been installed, the student will be able to continue testing and will not be aware of the loss until he or she attempts to exit the assessment or submit the assessment for scoring. If Internet connectivity is not present at that time, a warning message will be displayed. If this happens, the TSM will store the student's responses and will transmit them for scoring when the Internet connection is restored. If any issues with Internet connectivity occur during testing, SMCs and/or AAs should contact their MTC for assistance.

UNPLANNED TESTING ACTIVITY

In the event that a whole class needs to stop testing (e.g., there is a fire drill, electrical outage, or other emergency), AAs should instruct all students to click **Pause**. From that point forward, students will have 20 minutes before being automatically exited from the test. If the AA and/or SMC believe the emergency will take longer than 20 minutes to resolve, then students should be instructed to click **Pause**, then **Exit**, then **Yes, Exit**. (AAs may do this for students, if desired.) AAs will need to log students back in to the test once the emergency is over. (If students cannot resume testing the **same** day, their tests will be locked. See page 28 for information on unlocking tests.)

MOVING A STUDENT TO ANOTHER WORKSTATION

There may be situations in which a student needs to move from one computer to another during testing (e.g., the original computer is experiencing technical problems, or the student needs additional time to complete the test and another location is more suitable). In such situations, follow these steps:

1. Click on the **Pause** button, click the **Exit** button, then click **Yes, Exit** (do **NOT** click **End Test**).
2. Collect the student's test ticket from the AA.
3. Escort the student to the new location (or new computer with INSIGHT).
4. Launch the testing software.
5. Hand the test ticket back to the student's AA.
6. Observe the AA entering the student's username and password.
7. Have the AA select the **Test Session** the student was working on.
8. The AA will help the student view and click through the test directions.
9. When the student is ready, the AA will click **Begin the Test** and will be taken to the same question where the student left off prior to exiting.
10. Continue to monitor the test session with the normal security procedures.

UNLOCKING A STUDENT TEST SESSION

If a student is unable to complete a test session **on the day he or she started it**, the test session will need to be unlocked prior to restarting. Students can be unlocked ONLY by DRC Customer Support. SMCs will need to call DRC (at 1-866-593-9196) on the morning the student will be completing the test session for assistance. SMCs should be prepared to provide DRC with the student's first and last name and, if possible, the name of the test session, the school code, and the district code.

ABSENCES/MAKEUP SESSIONS

If a student is absent during one of his or her scheduled test sessions, the AA must alert the SMC and a makeup session must be scheduled. The makeup session should occur on the following school day or as soon as possible after the student returns to school.

INVALIDATING A TEST EVENT

An individual test may be invalidated if, among other things, a student cheats, test security is violated, improper test administration occurs, or a student becomes ill during testing and is unable to complete the test during the testing window. If an AA believes a test should be invalidated, he or she must notify the SMC, who, in turn, is responsible for contacting the OSA to get the test invalidated. The OSA may be reached by phone at 1-877-560-8378, Option 2 or by email at BAA@michigan.gov.

COORDINATOR OVERSIGHT DURING TESTING

It is important for SMCs to monitor all test sessions and be available to help if any of the aforementioned, or other, issues arise during testing. If an issue arises that an SMC is not sure how to handle, he or she should contact DRC Customer Support at 1-866-593-9196.

AFTER

VERIFY TEST COMPLETION IN EDIRECT

Once testing is complete, SMCs should go into eDIRECT and check to make sure that the system shows that all students are finished testing. (See instructions for checking student status on pages 25 and 26 of this manual.)

MANAGE STUDENT TEST TICKETS

When students are finished testing, SMCs should collect their student test tickets from AAs and destroy them. Tickets are secure materials and must be treated accordingly.

PART III – ASSESSMENT ADMINISTRATOR INFORMATION

Assessment Administrators (AAs) are responsible for completing numerous activities related to administering the MI-Access Functional Independence (FI) Spring 2014 Online Pilot Assessments. This section of the manual provides (1) important information about the assessments themselves, and (2) a detailed description of each of the activities that AAs must carry out. The latter information is organized according to when a particular activity might occur—before, during, or after testing.

ABOUT THE ASSESSMENTS

STUDENTS ASSESSED

The new social studies assessments are for FI students only. These are students who have, or function as if they have, mild cognitive impairment. (To learn more about the FI student population, go to www.michigan.gov/mi-access.) If a student's Individualized Education Program (IEP) indicates that he or she should take a MI-Access FI assessment **in any content area**, that student is eligible to participate in the spring 2014 social studies pilot.

In the past, the state's social studies assessments were administered in the fall to students in grades 6 and 9, and in the spring to students in grade 11. However, because of the state's decision to administer all assessments in the spring beginning in 2015, the MI-Access social studies pilot will assess students in grades 5, 8, and 11.

ASSESSMENT ADMINISTRATORS

For the pilot, AAs will most likely be classroom teachers; however, other professionals in the school—such as school psychologists, teacher consultants, resource room teachers, or related services providers—may also administer the assessments, if necessary and if trained. Highly qualified paraprofessionals, teacher aides, and others may assist with administration (by logging students in, adjusting audio volume and speed, changing background screen colors, and so forth), but may not be the lead administrator.

ASSESSMENT DESIGN

The MI-Access social studies pilot assessments are somewhat similar in design to the MI-Access FI English language arts assessments—that is, they include independent items, as well as passages that are followed by four related test items. All of the items—independent and passage-based—are multiple choice and have three answer choices.

The reason the social studies pilot assessments include passages is because numerous Michigan educators expressed concerns to the Michigan Department of Education's (MDE) Office of Standards and Assessment (OSA) about FI students being able to recall important dates, remember intricate details of battles and treaties, and make generalizations about the relevance of historical events. To address these concerns, the OSA decided to try using passages—or short stories about historical happenings, places, issues, and people—as a stimulus to help students put test items into context before trying to answer them. Most of the passage-based items are reading comprehension (that is, the answer can be found in the passage), but some items require students to make a slight inference based on their social studies knowledge. The data gathered during the pilot will help the OSA determine whether this is an effective way to assess social studies content with this population.

Table 4 shows the social studies strands that will be assessed by grade. Each strand includes numerous Grade Level Content Expectations (GLCEs) or High School Content Expectations (HSCEs) that have been extended by Michigan educators to make them appropriate for the FI population. The extended social studies GLCEs and HSCEs are available on the MI-Access website (at www.mighigan.gov/mi-access).

Table 4: Social Studies Strands Assessed

Grade 5	Grade 8	Grade 11
U.S. History and Geography Era 1: Beginnings to 1620	U.S. History and Geography Era 3: Revolution and the New Nation (1754-1800s)	World History and Geography
U.S. History and Geography Era 2: Colonization and Settlement (1585-1763)	U.S. History and Geography Era 4: Expansion and Reform (1792-1861)	U.S. History and Geography
U.S. History and Geography Era 3: Revolution and the New Nation (1754-1800s)	U.S. History and Geography Eras 5/6: Civil War, Reconstruction, and Development of the U.S. (1850-1930)	Civics
Public Discourse, Decision Making, and Citizen Involvement	Public Discourse, Decision Making, and Citizen Involvement	Economics

AUDIO FORMATS

For the pilot, all items and passages will be read aloud by the computer, using two audio formats: a computer-generated voice (called text-to-speech or TTS) and a recorded human voice (called human voice audio or HVA). Each student will experience both types of audio formats on the test (i.e., Part 1 of the test will use HVA and Part 2 will use TTS).

Please note that a student, with an AA's approval and assistance, may choose to turn off the read-aloud function for all, or any part, of the test. This is allowable because the reading level of the items and the passages has been geared to the student population being assessed. However, because of the length of the pilot assessments and the complexity of social studies vocabulary (e.g., there is no way to simplify words like Declaration of Independence, Reconstruction, and Constitution), this decision should be made carefully and only after reviewing the training programs for students. The OSA wants to be sure that the pilot assessments measure a student's social studies knowledge as opposed to his or her reading ability.

ONLINE ADMINISTRATION

The social studies pilot assessments will be administered entirely online. There will be no paper versions. Reviewing the pilot training materials ahead of time will help SMCs and AAs determine whether students with visual impairments who typically require enlarged print versions of the test will be able to participate. This limitation is for the pilot only. When the social studies assessments are operational, paper accommodated versions will be available. (For more information on accommodations, see page 32 of this manual.)

TIMING

For the pilot, each assessment will be divided into two parts. It is recommended that only one part be administered in a single sitting. For example, Part 1 should be administered one day, and Part 2 should be administered another day. The parts DO NOT have to be administered in a particular order. In fact, the OSA has asked School MI-Access Coordinators (SMCs) to alternate the presentation order among students.

Like all MI-Access FI assessments, the social studies pilot assessments are untimed. Each student should be allowed to work at his or her own pace. Table 5 shows the number of items on the assessment by part, which should help in determining how much testing time SMCs and AAs should schedule (allowing for some time at the beginning to acclimate students to the testing room and some time at the end to perform final tasks).

Table 5: Number of Items on the Pilot Assessment

Grade	Part	Number of Independent Items	Number of Passages	Number of Passage-related items	Total Number of Items per Part	Total Number of Items per Test
5	First	10	3	12	22	44
5	Second	14	2	8	22	44
8	First	11	3	12	23	46
8	Second	15	2	8	23	46
11	First	16	3	12	28	56
11	Second	20	2	8	28	56

Of course, not all students will finish the assessments at the same time. Therefore, SMCs and AAs may need to allow certain students extended testing time. When allowing extended time, keep the following in mind:

- **Do not** allow students to attend a lunch period with other students if the lunch period occurs between the original test session and the extended test session.
- **Do not** allow students to attend any classes or related activities between the original test session and the extended test session.
- **Do** monitor all extended test sessions wherever and whenever they occur. Students may not test alone in a room for any reason.

Keep in mind that an assessment may be paused for up to 20 minutes at a time, so short breaks (to visit the restroom, office, etc.) are allowable and technologically feasible. However, if a student does not resume testing within 20 minutes of clicking the "Pause" button (there is a countdown timer that will appear on the screen notifying the student and the AA of how much time remains), he or she will automatically be exited from the test (answers, highlights, etc., will be saved). After an exit, the AA will need to use the original student test ticket to log the student back in to the assessment so he or she can resume testing. (See page 39 for additional information about pausing and resuming a test.)

Since all students will not finish the tests at the same time, SMCs and AAs need to determine ahead of time how differences will be managed. For example, for students who finish early, what activities will they be allowed to engage in if they remain in the testing room (reading non-social studies material, playing games on the computer, surfing other sites on the Internet, sitting quietly at their workstation, etc.)? For students who work more slowly, how long will they be able to stay in the testing room after other students are finished? If students need to be moved, where will they be moved to and what needs to be done to prepare the backup testing room? (More detailed directions on how to handle special testing situations can be found on page 39 of this manual.)

ACCOMMODATIONS

Like all of the existing MI-Access FI assessments (accessing print, expressing ideas, mathematics, and science), the social studies assessments were developed using universal design principles, which are based on the premise that every child deserves to participate in assessment, and that assessment results should not be affected by disability, gender, ethnicity, or English language ability. In addition, universally designed assessments aim to reduce the need for assessment accommodations by removing access barriers associated with the assessments themselves.

Although the social studies pilot assessments were designed to be accessible to all FI students, there may be some students who will still need assessment accommodations to participate fully and meaningfully. For example, if a student has a motor impairment that prohibits him or her from physically navigating through the online test and clicking on his or her answers, the student may give answers orally (or in some other way). (Please note that, if a student answers orally, the test must be administered in a one-on-one setting.)

Prior to administration, AAs should review the OTT program in INSIGHT with each of their students in mind to determine whether accommodations are needed. AAs need to keep in mind that the social studies pilot assessments

- are read aloud by the computer (to ensure that students' social studies knowledge is being measured as opposed to their reading ability);
- are untimed (to allow students to work at their own pace);
- do not require the use of any optional or additional materials (such as scratch paper, coins, clocks, or calculators); and
- have a magnifier tool and a "click-to-enlarge" feature for some graphics, which may allow students with visual impairment to participate. (As mentioned earlier, paper Braille and enlarged print versions of the test will NOT be available for the pilot, but WILL be available when the assessments become operational.)

With regard to other accommodations, AAs should consult the Assessment Accommodation Summary Table, which indicates, among other things, the accommodations that are standard and nonstandard for MI-Access. The table is available on the MI-Access website (at www.michigan.gov/mi-access).

BEFORE

Now that AAs understand how the social studies assessments are designed, the next portion of the manual describes the administrative steps that need to be taken before, during, and after testing.

ASSESSMENT ADMINISTRATOR TRAINING

The first responsibility of AAs is to fully understand and prepare for their role in the pilot administration process. There are a number of training tools to help AAs with their work. The two most important tools are (1) this manual, and (2) the MI-Access Social Studies Pilot Online Learning Program. The latter describes and demonstrates the different types of items that are part of the social studies pilot assessment, as well as the use and functionality of the online testing environment. The online learning program also demonstrates how to log students in to a test, review the test to make sure students have answered all the questions, and log students out of the test. AAs should complete the online learning program early in March so they have sufficient time to use their training to help students prepare for the pilot (which begins in April).

Both tools—the manual and the online learning program—are available on the MI-Access website (at www. michigan.gov/mi-access) and on the Michigan eDIRECT website (at https://mi.drcedirect.com, select "Documents" in the "General Information" tab and then click the "Show Documents" button). (See the following screenshot.) These tools will be available one month before pilot testing begins.
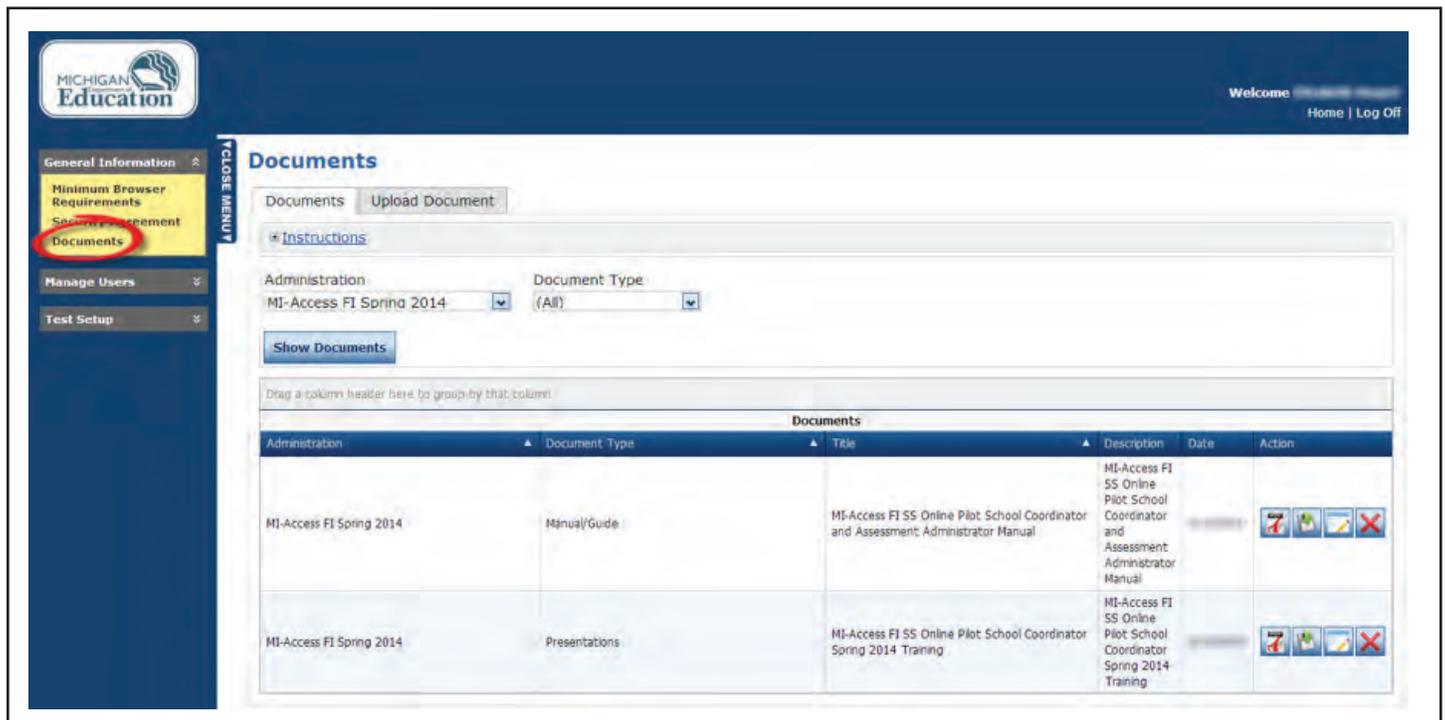
A Quick Start Guide is also available for AAs on the same two websites. The guide is a one-page checklist that AAs can use prior to testing to make sure they have completed all necessary tasks.

STUDENT TRAINING

In addition to doing their own preparation, AAs are also responsible for training students. There are two student-centered training programs available: The MI-Access Social Studies Pilot Online Learning Program (which should be viewed first) and Online Tools Training.

ONLINE LEARNING PROGRAM FOR STUDENTS

In the MI-Access Social Studies Pilot Online Learning Program, there is a module specifically designed for students. It uses pictures, motion, and sound to show students what the assessments look like and how to navigate through the testing system. It is **highly recommended** that AAs view their own modules first ("About the Assessments" and "Assessment Administrators") and then view the module for students. After they have a thorough understanding of the assessments, AAs can then begin student training.

AAs may lead students through the online learning module in the regular classroom, using an LCD projector, an Internet connection (the program is available online at www.michigan.gov/mi-access), and speakers (so students can hear the narration).

ONLINE TOOLS TRAINING (OTT)

The second training program available to students is Online Tools Training (OTT). It can be accessed through INSIGHT, which MI-Access Technology Coordinators (MTCs) will install on all computers designated for testing. OTT is important because it allows students to practice taking the test as many times as they want. In the OTT program, students can answer sample questions, try assessment tools (like the magnifier and highlighter), practice turning pages within passages, practice moving back and forth between questions, and so forth.

It is **highly recommended** that students experience OTT at least once, but more times if possible, before pilot testing begins. AAs will need to log students in to OTT using the following instructions.

TO LAUNCH THE ONLINE TOOLS TRAINING, FOLLOW THESE STEPS:

1. Double-click on the **DRC INSIGHT** icon on the desktop.

2. Select **Online Tools Training** under the MI-Access logo.

3. Select **MI-Access Social Studies**.

4. Enter the **Username** (socialstudies) and **Password** (test1234).

5. Click on **Sign In** and follow the instructions on the screen.

SECURITY COMPLIANCE FORMS

SMCs, MTCs, AAs, and all other individuals involved in the social studies pilot must maintain the security of all assessment materials. Together, they share responsibility for ensuring that all materials and student responses are handled securely, confidentially, and in accordance with security mandates and other general procedures. These include, but are not limited to, the following:

- Online assessments may **not** be viewed by anyone prior to the testing session.
- Test items may be viewed **only** by students during the testing session.
- No materials from the assessment may be copied, photographed, or recorded in any manner.

Since AAs have access to secure test materials (including test items and student test tickets), it is imperative that they complete two important security-related tasks before engaging in pilot administration activities:

- Review the guidelines in the Assessment Integrity Guide, which is available at http://www. michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf. In particular, read the "Assessment Administrator Responsibilities" section.
- Complete and sign the OSA Security Compliance Form in the appendix of this manual and return it to the SMC. By signing the form, AAs agree that they have read and understood the guide and will follow all rules regarding ethical administration practices and maintaining the security of test materials.

PREPARING STUDENTS FOR TESTING

Prior to actual testing, inform students of the testing schedule. (AAs will need to work with SMCs to make sure the schedule is appropriate based on the student's needs. See page 11 of this manual for more information on what scheduling involves.) Remind students that they will be taking the test on the computer—there will **not** be a paper test booklet or answer document. Also, explain to students that they are an important part of the test development process. By taking part in the pilot, they are helping to shape what the state uses to assess students in social studies for years to come. In fact, at the end of the test, they will be able to provide direct feedback to the OSA on what they thought of the testing experience.

DURING

Following is a description of the tasks that AAs must complete on the day of testing.

PREPARING TESTING ROOMS AND WORKSTATIONS

Although SMCs are responsible for determining where and when testing will take place and ensuring that the MTC has installed INSIGHT (the test delivery system) on all workstations, AAs can assist with these tasks, if asked, prior to administration.

On the day of testing, AAs may also help to ensure that (1) INSIGHT is working correctly on all computers, (2) each workstation has functioning headphones (since the tests will be read aloud by the computer), and (3) all social studies-related materials in the testing room—such as maps, timelines, and posters—have been removed or covered.

OBTAINING STUDENT TEST TICKETS

Each student taking the social studies pilot assessments will require a test ticket. These tickets (one for each test session) will be created and printed by the SMC and given to AAs on the day of testing. AAs need to go through the test tickets to make sure that every student designated for testing has a ticket with his or her unique username and password. (For more information on the test tickets, see pages 23 and 24 of this manual.) If any test tickets are missing or are incorrect, notify the SMC immediately.

Following is a sample of what test tickets might look like for a fifth-grade student named Hassan Mohammed.

<table>
<tr><td>

MI-Access FI Spring 2014 Test Ticket
Grade 5 SS - HVA

Test Session Name:	Grade 5/Part 1
Student Name:	Mohammed, Has M.
Date of Birth:	2/23/2004
State Student ID (UIC):	2321234454
District Student ID:	9483721
Username:	HMohammed1
Password:	JFUE3957

</td><td>

MI-Access FI Spring 2014 Test Ticket
Grade 5 SS - TTS

Test Session Name:	Grade 5/Part 2
Student Name:	Mohammed, Has M.
Date of Birth:	2/23/2004
State Student ID (UIC):	2321234454
District Student ID:	9483721
Username:	HMohammed1
Password:	LOJG4365

</td></tr>
</table>

LOGGING STUDENTS IN TO THE TEST

Before students enter the testing room, AAs are responsible for logging students in to the assessment through INSIGHT, using each student's test ticket. (SMCs and others may assist AAs with this task if there are a large number of students testing at the same time.)

To log students in, use the following instructions:

- Double-click on the **INSIGHT icon** on the computer desktop.
- Click on **Test Sign In** under the MI-Access logo.
- Using the student's test ticket, enter the student's username and password, and click **Sign In**.
- A **Welcome Screen** with the student's name—and other identifying information—should appear.

- Compare the student identifying information and test session information on the welcome screen to the information on the student's test ticket. If the information is correct, click **Continue**. If not, check with the SMC who will need to address any discrepancies.
- After hitting **Continue**, the **Test Selection** screen will appear.
- If there are any students with visual impairment who need to have a different color background screen (e.g., something other than white), click **Options** and change the screen color.

- Test the audio level and speed on the **Test Selection** screen, as well. If the sound is too loud or too soft or the speed is too fast or too slow, click **Options** in the bottom left-hand corner of the screen to make adjustments. (You may also turn the sound all the way down if the student has chosen to read the test him or herself, although that is not recommended, since important directions could easily be missed.)
- After doing these checks, leave the computer on the **Test Selection** screen. This is where you want the screen to be when the student sits down at the

workstation to take the test. (If students do not take the test within 20 minutess of being logged in, you will need to go through this process again, using the same directions.)
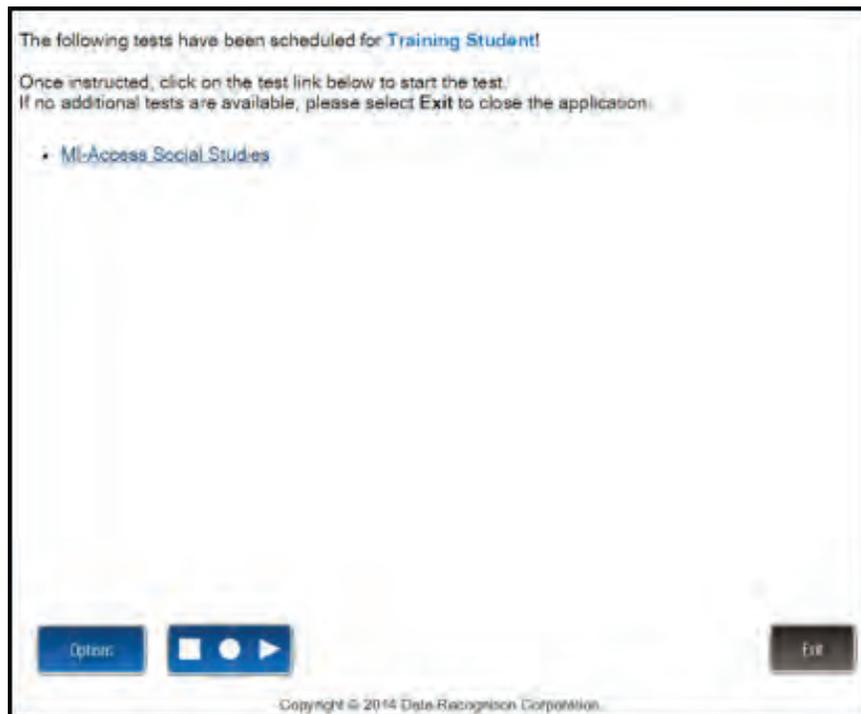
ADMINISTERING THE TEST

In addition to the student test tickets, AAs must have a copy of the MI-Access Functional Independence Social Studies School Coordinator and Assessment Administrator Manual on hand. It has directions that must be read aloud to students during testing, as well as detailed information on what to do in special testing situations.

DIRECTIONS FOR STARTING TESTS

> For this section of the manual, **indented text in bold type** is to be read aloud to students exactly as written. All other text is information for the AA.

Ask each student to sit at the workstation where he or she has been logged in. Check to make sure the students do not have cell phones, cameras, or other electronic devices with them. If they do, collect the devices and return them to students after testing is complete.

When students are seated and ready to begin, say:

> **Welcome to the MI-Access Social Studies Spring 2014 Pilot. Please give this test your best effort.**
>
> **There are three sections to this test. In the first section, you will answer questions about a number of different social studies topics. In the second section of the test, you will listen to or read short passages, and answer four questions related to each passage. In the third section of the test, you will answer a few survey questions about your experience taking the test. All questions on the test and survey are multiple-choice.**

Now, look at your computer screen. On the left-hand side, you should see a bullet and the words: "MI-Access Social Studies." Raise your hand if you do NOT see that.

Check the workstations of all students who raised their hands to make sure they are on the correct screen. When students are all in the right place and ready to proceed, say:

When I tell you to, you will put on your headphones and click on "MI-Access Social Studies." Do NOT do it yet.

When you click on "MI-Access Social Studies," the computer will take you to the next page and begin reading aloud to you, unless we have decided you will read the test yourself. You will review what the test looks like and the tools you can use to take it.

When you are finished learning about the test and the tools, you will be asked to click on a green "Begin the Test" button. That will take you to your first question.

Are there any questions about what I just said?

Answer all questions. When students are ready, say:

Please try to answer all of the questions on the test. There is no rush. This test is not timed. Just try to stay focused and work at your own speed.

When you are finished answering all the questions, you will be instructed to stop and raise your hand. When you do, I will come and help you complete a few more tasks and then we can end the test together.

Are there any questions?

Answer all questions. When all students are ready, say:

Okay. When I say start, put on your headphones if you are using them, and click "MI-Access Social Studies." Remember to click the "Pause" button at any time if you have questions. Raise your hand and I will come and help you. The "Pause" button is at the bottom of your screen. It looks like two white lines inside a blue box.

You may start now.

Make sure that all students put on their headphones, except those who are reading the assessments themselves (if any). While the students are working, walk around the room and check to make sure students are advancing through the introductory material and moving on to the actual test. If students have questions, make sure they hit the "Pause" button before asking them.

As the AA, you may be available as a resource for students, but do not give them any help that might suggest the correct answer to a question, that a student should "check" an answer, or that a student has answered an item incorrectly. You may only provide clarification on directions and assist students with operating their computers and navigating through the test.

DIRECTIONS FOR REVIEWING AND ENDING TESTS

When students have gone through all the questions on the test, including the survey questions, they will be instructed to raise their hand so the AA can help them review and end the test. To do that, use the following instructions:

You have 23 unanswered questions.
Click on the question line to move to that question.
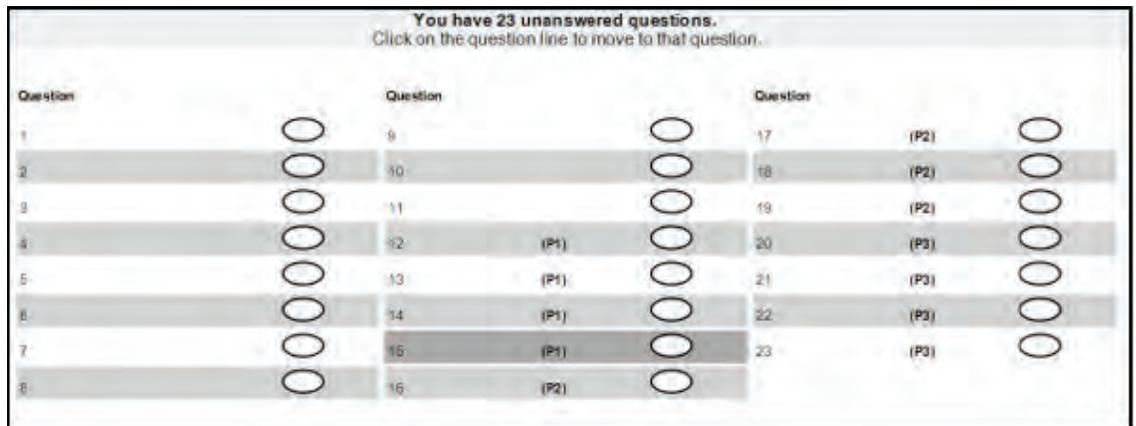
- Click the green **Review/End Test** button in the bottom left-hand corner of the screen.
- When the **Review** screen pops up, check to see that all of the questions have been answered. If there are any unanswered questions, point them out to the student, ask the student if he or she wants to go back and answer them, and then help the student navigate back to the unanswered questions, by clicking on the question line. (The student may do this as many times as necessary. If there is more than one question that still needs to be answered, the student may either click on **Next** [or **Back**] until he or she arrives at the other unanswered question or questions, or the student may click on the green **Review/End Test** button to return to the **Review** screen. Once there, the student can click on the question line of any remaining unanswered questions.)
- If the review screen shows that the student has answered every question, click the **End Test** button.
- The student will be asked to confirm that he or she is finished. Once the student does this, he or she will not be able to go back into the test to review or revise answers to test questions.
- If the student is definitely finished, click **End Test** again, click **OK**, hit the **Back** button on the **Sign In** page, and then click **Exit**.

If there any students that have not completed the test during the regularly scheduled testing time, determine whether they can remain in the same testing room to complete their work. If they cannot, ask them to click **Pause**, click **Exit**, and then click **Yes, Exit** on the pop-up screen. (Do **NOT** click **End Test**.) Then, follow the instructions regarding moving a student to another testing location.

SPECIAL TESTING SITUATIONS

INTERRUPTED TESTING

A student may be interrupted during testing if Internet connectivity for his or her workstation is lost. However, because Testing Site Manager (TSM) has been installed, the student will be able to continue testing and will not be aware of the loss until he or she attempts to exit the assessment or submit the assessment for scoring. If Internet connectivity is not present at that time, a warning message will be displayed. If this happens, the TSM will store the student's responses and will transmit them for scoring when the Internet connection is restored. If any issues with Internet connectivity occur during testing, SMCs and/or AAs should contact their MTC for assistance.

UNPLANNED TESTING ACTIVITY

In the event that a whole class needs to stop testing (e.g., there is a fire drill, electrical outage, or other emergency), AAs should instruct all students to click **Pause**. From that point forward, students will have 20 minutes before being automatically exited from the test. If the AA believes the emergency will take longer than 20 minutes to resolve, then students should be instructed to click **Pause**, then **Exit**, then **Yes, Exit**. AAs will need to log students back in to the test using their original login test tickets once the emergency is over. (If students cannot resume testing the **same** day, their tests will be locked.)

MOVING A STUDENT TO ANOTHER WORKSTATION

If a student needs to move from one computer to another during testing (e.g., the original computer is experiencing technical problems, or the student needs additional time to complete the test and another location is more suitable), follow these steps:

1. Click on **Pause**, click **Exit**, then click **Yes, Exit (**do **NOT** click **End Test)**.
2. Obtain the student's test ticket.
3. Escort the student to the new location (or new computer with INSIGHT).
4. Launch the testing software.
5. Click on **Test Sign In**.
6. Enter the student's username and password.
7. Select the **Test Session** the student was working on.
8. Help the student view and click through the test directions.
9. When the student is ready, click **Begin the Test**. The student will be taken to the same question where he or she left off prior to exiting.
10. Continue to monitor the test session with the normal security procedures.

UNLOCKING A STUDENT TEST SESSION

If a student is unable to complete a test session **on the day he or she started it**, the test session will need to be unlocked prior to restarting. Students can be unlocked ONLY by DRC Customer Support. Therefore, AAs must alert SMCs to the situation, and SMCs will need to call DRC (at 1-866-593-9196) for assistance on the morning the student will complete the test session. SMCs should be prepared to provide DRC with the student's first and last name and, if possible, the name of the test session, the school code, and the district code. The SMC will then alert the AA that the test session is available and the student may resume testing at the scheduled time, using the test login instructions on page 36 of this manual.

ABSENCES/MAKEUP SESSIONS

If a student is absent during one of his or her scheduled test sessions, the AA must alert the SMC and a makeup session must be scheduled. The makeup session should occur on the following school day or as soon as possible after the student returns to school.

INVALIDATING A TEST EVENT

An individual test may be invalidated if, among other things, a student cheats, test security is violated, improper test administration occurs, or a student becomes ill during testing and is unable to complete the test during the testing window. If an AA believes a test should be invalidated, he or she must notify the SMC, who, in turn, is responsible for contacting the OSA to get the test invalidated. The OSA may be reached by phone at 1-877-560-8378, Option 2 or by email at BAA@michigan.gov.

AFTER

RETURNING STUDENT TEST TICKETS AND ROSTERS

When every student in the test session is finished, AAs must return student test tickets and rosters (if used) to the SMC. These are secure materials and must be treated accordingly.

COMPLETING ASSESSMENT ADMINISTRATOR FEEDBACK SURVEY

The OSA would like AAs to complete a survey regarding their and their students' testing experiences. This is the first time that FI students have been administered a state-level content-area test online, so there is a great deal that can be learned from this pilot. The feedback that AAs provide will be used to decide if and how to change the social studies assessments before they become operational. The survey is available on the MI-Access website at www.michigan.gov/mi-access (click on "MI-Access Social Studies Pilot Assessment Administrator Feedback Survey" under the "MI-Access Social Studies Spring 2014 Pilot" tab).

OSA Security Compliance Form

MICHIGAN Department of Education

I, the undersigned, do certify and attest to all of the following:

I have had access to a printed or electronic copy of the Assessment Integrity Guide as published by the Office of Standards and Assessment (OSA) of the Michigan Department of Education (MDE); and

I have read the sections applicable to assessment security, preparation, and administration; and

I have read the section regarding the duties and responsibilities of my role in the assessment process; and

I have followed the practices found in the current assessment manual(s) as they relate to my role.

_____

Signature

_____   _____

Printed Name   **Date**

Note: Electronic copies of the Assessment Integrity Guide and assessment administrator manuals are available at www.michigan.gov/baa. For further information, contact the Michigan Department of Education, Office of Standards and Assessment (OSA), 608 W. Allegan St., P.O. Box 30008, Lansing, MI, 48909, call toll-free (877) 560-8378, or e-mail baa@michigan.gov.

1. Assessment Programs   *Mark ALL that apply.*

○ MEAP   ○ MEAP-Access   ○ MI-Access   ○ MME   ○ WIDA   ○ Interim Assessment

2. Assessment Roles   *Mark ALL that apply.*

○ District Coordinator

○ School Coordinator, Test Supervisor, or Back-Up Test Supervisor

○ Accommodations Provider or Test Accommodations Coordinator

○ Assessment Administrator or Room Supervisor

○ Proctor   ○ Item Writer

○ School Administrator   ○ Context Writer

○ District Administrator   ○ Expert Reviewer

○ Committee Member   ○ Other: _____

3. Educational Entity   PLEASE PRINT. Use full names.

_____   _____

School Name   **School Code**

_____   _____

District Name   **District Code**

DIRECTIONS FOR COMPLETION:
1. Mark all corresponding bubble(s) next to the assessment program(s) for which you have one or more roles.
2. Mark all corresponding bubble(s) next to your role(s) for the current assessment administration process (for example, District Coordinator, School Coordinator, etc.).
3. In the area under Educational Entity, district coordinators print district name only. All others print both district name and school name on the lines provided. If known, please provide school and district codes.

IMPORTANT:
Districts must keep all completed Security Compliance Forms on file at their district for a period of one year following the assessment window. Do NOT return completed forms to the testing contractor.

Office of Standards and Assessment (OSA)*
Phone: 1-877-560-8378
Website: www.michigan.gov/mi-access
Email: baa@michigan.gov