



MI-Access P/SI Online Answer Document Instructions for Score Entry

The MI-Access Supported Independence and Participation (P/SI) student experience is not changing. Students will have the assessment administered by two administrators, Primary Assessment Administrator (PAA) and Shadow Assessment Administrator (SAA), using selected response items with picture cards provided or equivalent instructional materials, and activity based observation items. The observational scores tallied by the administrators will be entered in the online answer document from the Scoring Document sheets per the instructions listed below.

Scoring Documents

The Scoring Document is a single page tally sheet for each content area and each administrator (PAA and SAA). This table-like scoring document (see samples below) will help the PAA and SAA keep track of the student's responses on each item as the assessment is observed. A separate scoring document will be used by the PAA and by the SAA to record student responses **independently** and **simultaneously** during the assessment observations.

Scoring Documents will arrive along with the Assessment Administrator Booklets. Additional copies of the MI-Access P/SI scoring documents are posted on the MI-Access webpage (www.michigan.gov/mi-access) under the "Current Assessment Administration" section. Scoring documents may also be photocopied as needed. After each content area has been completed, the PAA will collect the scoring documents from the SAA and enter the responses for both administrators online (used scoring documents should remain in the district and should not be returned with other testing materials).

Sample P and SI Scoring Documents

MI-Access Participation
Scoring Document- SPRING 2017

Content Area: English Language Arts Form: _____ Grade: _____

Student Name _____

Optional: print and place the student's bar code label here.
Note: this document will not be returned with secure materials.

Directions: Use this guide to score the student's responses for each item based on the MI-Access scoring rubric. The assessment administrator will then transfer the scores into the online answer document found at: <https://drsurveys.com/mi/mi2017/Logon.aspx>

Please be careful that your scores from this sheet are transferred to the correct numbered item on the student online answer document.

Select One: Primary Assessment Administrator Shadow Assessment Administrator

Item	3 – Responds correctly with no assessment administrator assistance	2 – Responds correctly after assessment administrator provides verbal/physical cues	1 – Responds correctly after assessment administrator provides modeling, short of hand-over-hand assistance	A – Incorrect Response	B – Resists/Refuses	C – Assessment administrator provides hand-over-hand assistance and/or step-by-step directions
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I certify that this assessment was given following the instructions given in the MI-Access Assessment Administrator Manual for the Spring 2017 cycle and that the assessment was given and scored independently and simultaneously with a Primary Assessment Administrator and a Shadow Assessment Administrator. Both scores were submitted using the online answer document, matching the authentic scores given by each independent assessment administrator.

Assessment Administrator _____
(DO NOT RETURN: sign and keep on file in your district)

MI-Access Supported Independence
Scoring Document- SPRING 2017

Content Area: English Language Arts Form: _____ Grade: _____

Student Name _____

Optional: print and place the student's bar code label here.
Note: this document will not be returned with secure materials.

Directions: Use this guide to score the student's responses for each item based on the MI-Access scoring rubric. The assessment administrator will then transfer the scores into the online answer document found at: <https://drsurveys.com/mi/mi2017/Logon.aspx>

Please be careful that your scores from this sheet are transferred to the correct numbered item on the student online answer document.

Select One: Primary Assessment Administrator Shadow Assessment Administrator

Item	2 – Responds correctly with no assessment administrator assistance	1 – Responds correctly after assessment administrator provides verbal/physical cues	A – Incorrect Response	B – Resists/Refuses	C – Assessment administrator provides hand-over-hand assistance and/or step-by-step directions
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I certify that this assessment was given following the instructions given in the MI-Access Assessment Administrator Manual for the Spring 2017 cycle and that the assessment was given and scored independently and simultaneously with a Primary Assessment Administrator and a Shadow Assessment Administrator. Both scores were submitted using the online answer document, matching the authentic scores given by each independent assessment administrator.

Assessment Administrator _____
(DO NOT RETURN: sign and keep on file in your district)

Online Answer Document Portal Link and Score Entry

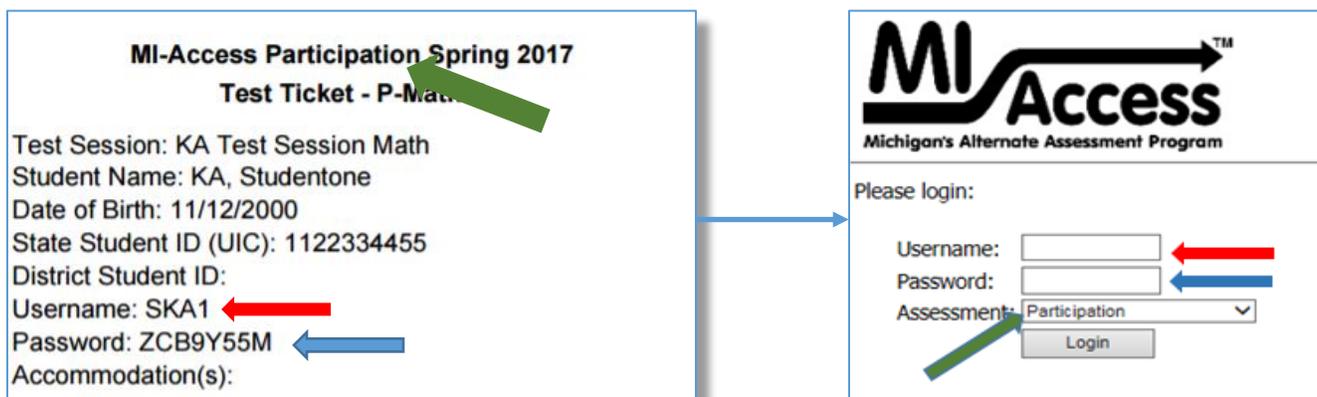
The Assessment/Building Coordinator must:

- ensure that all students are pre-identified in the secure site which will automatically place them into test sessions in eDirect
- confirm the students are in the eDirect session for the proper assessment (SI or P)
- print test tickets for each student (see below) and issue to the PAA

The PAA will:

- after administering the test, log into the online answer document at <https://www.surveysdrc.com/mi/mi2017/logon.aspx> then enter both PAA and SAA scores from the scoring documents
- Chrome is the preferred browser but others may work well, including iPads
- INSIGHT is not used for the online answer document process
- This online answer document portal will only be available from **April 10**, through **May 26, 2017**

Sample Test Ticket - Online Answer Document Log on Screen



MI-Access Participation Spring 2017
Test Ticket - P-Math

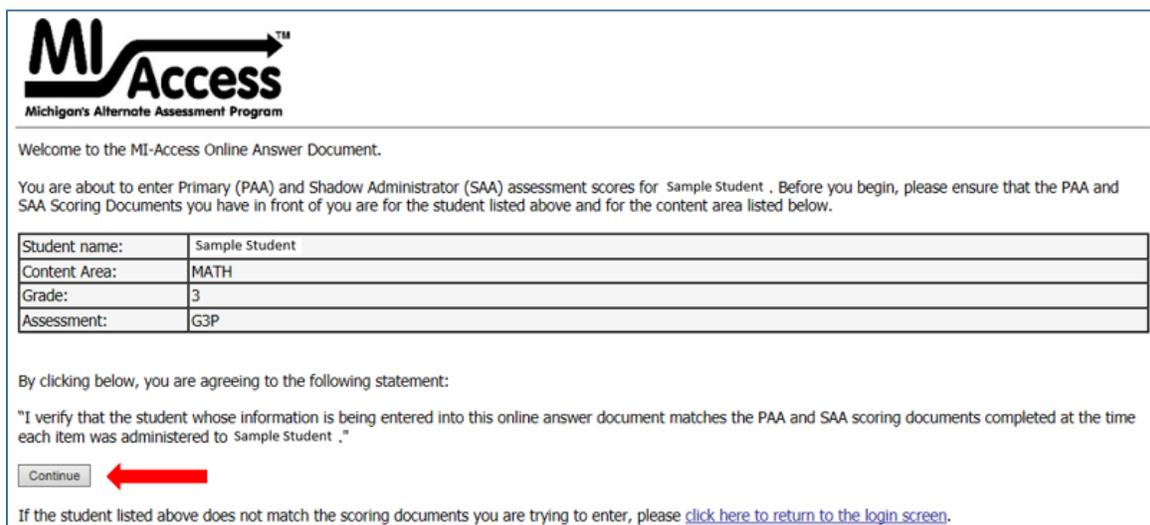
Test Session: KA Test Session Math
Student Name: KA, Studentone
Date of Birth: 11/12/2000
State Student ID (UIC): 1122334455
District Student ID:
Username: SKA1
Password: ZCB9Y55M
Accommodation(s):

MI Access
Michigan's Alternate Assessment Program

Please login:

Username:
Password:
Assessment: Participation

Once the PAA has logged into the portal and entered the assessment type (arrows above), a welcome screen will ask them to confirm student/assessment information and click "Continue."



MI Access
Michigan's Alternate Assessment Program

Welcome to the MI-Access Online Answer Document.

You are about to enter Primary (PAA) and Shadow Administrator (SAA) assessment scores for Sample Student . Before you begin, please ensure that the PAA and SAA Scoring Documents you have in front of you are for the student listed above and for the content area listed below.

Student name:	Sample Student
Content Area:	MATH
Grade:	3
Assessment:	G3P

By clicking below, you are agreeing to the following statement:

"I verify that the student whose information is being entered into this online answer document matches the PAA and SAA scoring documents completed at the time each item was administered to Sample Student ."

If the student listed above does not match the scoring documents you are trying to enter, please [click here to return to the login screen](#).

Online Answer Document – Score Entry

The answer document will appear with the following fields:

- The Participation document is highlighted in blue while the Supported Independence is green.
- The PAA will select the form number that matches the **booklet form number** (red arrows below).
- The answer document is divided into groups of 5 items to mirror the scoring documents for clarity.
- The PAA will transfer their own scoring information on the color row, as well as the SAA's, on the gray rows from the scoring documents as illustrated below.

MI-Access Participation Online Answer Document - SPRING 2017

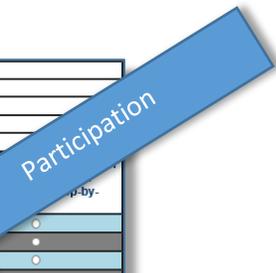
Student name: [Redacted]

Content Area: ELA

Grade: 3

Form: Please Select a Form
P-ELA-31
P-ELA-32

		3 - Responds correctly with no assessment administrator assistance	2 - Responds correctly after assessment administrator provides verbal/physical cues	1 - Responds correctly after assessment administrator provides modeling, short of hand-over-hand assistance	A - Incorrect Response	B - Resists/Refuses	C - Assessment administrator provides hand-over-hand assistance and/or step-by-step directions
1	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



MI-Access Supported Independence Online Answer Document - SPRING 2017

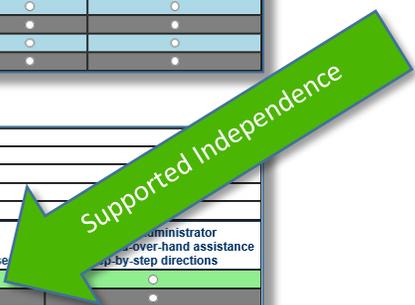
Student name: [Redacted]

Content Area: ELA

Grade: 4

Form: Please Select a Form
SI-ELA-41
SI-ELA-42

		2 - Responds correctly with no assessment administrator assistance	1 - Responds correctly after assessment administrator provides verbal/physical cues	A - Incorrect Response	B - Resists/Refuses	C - Assessment administrator provides hand-over-hand assistance and/or step-by-step directions
1	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Some important administrative instructions to note:

1. Both PAA and SAA scores must be entered in the answer document to receive a valid score for each item. If one or both scores are not entered, the score for that item will not be counted. A warning at the bottom of the page will alert you if either are missing (see below).

There are some PAA and/or SAA score entries missing for this student. A valid score for each item requires both a PAA and SAA score for each student response. You may continue to enter scores or click "Submit" to enter the scores as is.

- If the answer document is submitted blank, or missing some of the PAA and/or SAA scores, the student scores may be considered as **invalid**. The same warning message above will remind you if this occurs and will also highlight the document in yellow (see below).

MI-Access Supported Independence Online Answer Document - SPRING 2017					
Student name:					
Content Area:		ELA			
Grade:		4			
Form:		SI-ELA-41			
		2 - Responds correctly with no assessment administrator assistance	1 - Responds correctly after assessment administrator provides verbal/physical cues	A - Incorrect Response	B - Resists/Refuses
1	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	PAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	SAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- A warning will appear if a form number is not selected.

A form number is required before the answer document can be submitted.

Submitting the Online Answer Documents

The answer document provides fields to enter all responses and buttons to submit the answer document.

“**Submit**” button sends answer document for scoring.

“**Clear Responses**” button clears all entries and allows administrators to start over.

“**Save and Return Later**” button saves all entries up to that point and prompts you to close the answer document. A login will be required to return to this answer document later.



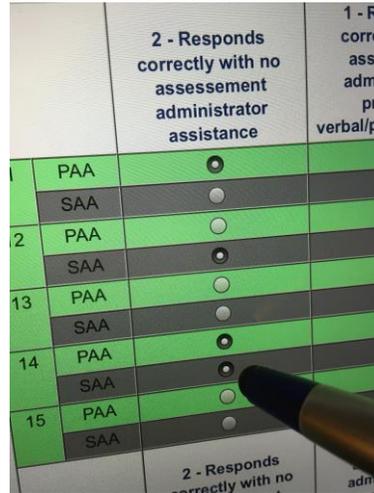
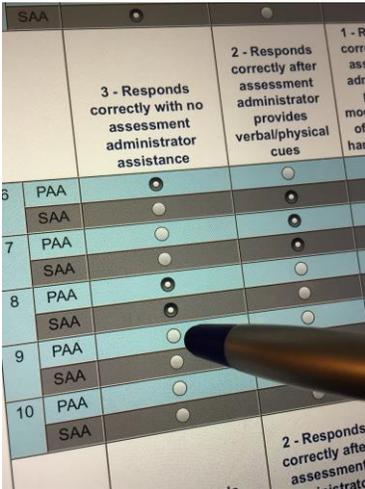
Once the scores have been a submitted a final warning message will appear asking for the administrator to verify and confirm that the information is accurate. This is the final opportunity to review entries.

I verify that the student whose information has been entered into this online answer document matches the scoring documents completed at the time each item was administered to Student Sample



Helpful Tip

When you are entering scores to the online answer document you may find that entering scores much easier when using an iPad with stylus. The functionality is more precise and significantly faster than using a mouse or touchpad. We do not recommend using the iPad during the administration of the tests but rather use the Scoring Documents.



Resource Note:

- There is a module of step-by-step instructions of the above information in eDirect at (www.mi.drccedirect.com/) along with other tutorials.
- Reminder: all online entries must be completed by **May 26, 2017**.
- For assistance please contact baa@michigan.gov or call 877-560-8378.

