

MI-Access Assessments Preparation

Relevant assessments:

■ MI-Access

- » MI-Access Functional Independence (FI)
- » MI-Access Supported Independence (SI)
- » MI-Access Participation (P)



Who Takes MI-Access Assessments



Important Dates, Policies and Procedures



Security and Test Directions



OEAA Secure Site and eDirect



Testing Schedule and Off-Site Testing



Accommodations and Preparing Staff



Paper/Pencil Administration

Assessment Coordinator Training Guide

NOTE to Reader:

The **Assessment Coordinator Training Guide** is comprised of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs, of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
 - An interactive **Table of Contents** for the training guide
 - A reference list of acronym definitions, and
 - Important contact information

It is recommended that you keep the **Assessment Coordinator Quick Reference** readily available for future use.



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Regardless of the test being administered, MDE requires that ALL testing staff read the **Assessment Integrity Guide** and sign the **OEAA Assessment Security Compliance Form**. A signed **Assessment Security Compliance Form**, testing schedules, and training materials should be kept on file for any staff member who participates in the administration of a state assessment or handles secure test materials. A link to the **OEAA Assessment Security Compliance Form** is also provided in the **Assessment Coordinator Quick Reference** chapter of this Training Guide.

Intro

As a new **MI-Access Assessment Coordinator**, if you have not already done so, make sure that you review the **Quick Start Guide** in the **Overview Module** of this training guide. The **Quick Start Guide** was developed with you in mind and lists several up-front tasks that all Test Coordinators must complete in order to ensure a smooth test administration, regardless of the assessment(s) you are responsible for.

MI-Access is Michigan's alternate assessment program. This chapter provides an overview of the tasks that need to be completed before the MI-Access tests are administered, as well as information about where to find the resources and tools necessary to complete each task, by answering the following questions:

- ▶ Who should take a MI-Access assessment?
- ▶ Where can I find important dates and deadlines for MI-Access assessment-related tasks?
- ▶ Where can I find all the administration policies and procedures for MI-Access testing?
- ▶ Where can I find information about assessment integrity and security?
- ▶ Where can I find Test Directions?
- ▶ What tasks do I need to do in the OEAA Secure Site and how do I do them?
- ▶ What tasks do I need to do in the DRC INSIGHT Portal and how do I do them?
- ▶ How do I create a testing schedule and what does it need to contain?
- ▶ What is needed for off-site testing?
- ▶ Where can I find information about student supports and accommodations?
- ▶ What do I need to do to prepare students for FI online testing?
- ▶ What do I need to do if I have any students testing by paper/pencil?
- ▶ What do I need to do to prepare staff for testing?
- ▶ Where can I find additional MI-Access resources?

Who should take a MI-Access assessment?



MI-Access is Michigan's alternate assessment program. The program offers three levels of assessment:

- » **Functional Independence (FI)**
- » **Supported Independence (SI)**
- » **Participation (P)**

All MI-Access assessments are designed for students with the most significant cognitive impairments, whose Individualized Education Program (IEP)

teams have determined that it is not appropriate for them to participate in the state's general education assessments. Numerous resources to help teams guide their decisions are found on the [MI-Access web page](#).

Refer to the **[MI-Access: Who Takes an Alternate Assessment?](#)** chapter of this training guide for more information on the assessment selection process for MI-Access.

Where can I find important dates and deadlines for MI-Access assessment-related tasks?



MI-Access administration allows for a seven-week window to complete all testing. It requires a great deal of internal scheduling and planning, since the Functional Independence (FI) assessments are designed to be administered in small groups (defined as five or fewer students) or in one-on-one situations, while the Supported Independence (SI) and Participation (P) assessments require two administrators (Primary and Shadow Administrators) and are usually instructionally embedded.

The [MI-Access List of Important Dates](#) document includes all major testing milestones and deadlines for testing. This document is posted to the [MI-Access web page](#) each year in late fall, in the **Current Administration** section. Reminders and updates to assessment-specific deadlines are also announced in the weekly Michigan Department of Education (MDE) [Spotlight on Student Assessment and Accountability](#) newsletter.

Where can I find all the administration policies and procedures for MI-Access testing?



The primary sources for all MI-Access test administration policies and procedures are the two **Test Administration Manuals (TAMs)**, both are available on the [MI-Access web page](#):

- The **Functional Independence (FI) Test Administration Manual (TAM)** covers the student-facing online testing and the paper/pencil booklet procedures for FI administration.
- The **Participation (P) and Supported Independence (SI) Test Administration Manual (TAM)** is developed for SI and P test coordinators and administrators and includes procedures for how the test observation scores are entered online.

Where can I find information about assessment integrity and security?



The **Assessment Integrity Guide** defines all the assessment security requirements for MI-Access and other state assessments. It is posted on the [MI-Access web page](#) and details requirements regarding, but not limited to:

- » cell phones and electronic devices
- » who can administer assessments
- » prohibited behavior and materials
- » assessment monitoring procedures
- » reporting administration irregularities and incidents

It is important that Assessment Coordinators are aware of all policies and expectations prior to testing.

Where can I find Test Directions?



Test Directions are used during the administration of the MI-Access assessments.

- Online Test Directions for FI are embedded in the online test engine and are read aloud to students, either by the text-to-speech feature of the online testing system or by the assessment administrator.
- Paper/Pencil Directions are provided in the [FI TAM](#), for FI administrators to read aloud to the students.

- While there are no SI or P Directions that are to be read aloud to the student, the **Assessment Administrator Booklet**, which is included in the assessment materials order, provides specific directions for administering and adapting the testing environment to meet student needs during testing observations.

What tasks do I need to do in the OEAA Secure Site and how do I do them?



- **Confirm your access** to the [Office of Assessment and Accountability \(OEAA\) Secure Site](#)
 - » See the [OEAA Secure Site](#) chapter of this training guide for information about the OEAA Secure Site and how to get access to the site.
- **Pre-identify Students** for testing to the assessment, type, and content area
 - » See the [Pre-Identification of Students for State Assessments](#) chapter of this training guide for more information.
- **Set up or confirm Test Sessions** for FI online testing
 - » See the [Pre-Identification of Students for State Assessments](#) chapter of this training guide for more information on Test Sessions.
- **Set up Reporting Codes and/or Research Codes**, if used

- » See the [Reporting Codes and Research Codes](#) chapter of this training guide for more information.

- **Place material orders** for students using MI-Access FI paper/pencil assessments and for the administrators who are administering the SI and P assessments
 - » The [Initial Material Orders](#) and [Additional Material Orders](#) chapters of this training guide both discuss how to order MI-Access assessment materials through the OEAA Secure Site.
- **Manage Accountable Students and Test Verification**

Full directions for all of the OEAA Secure Site tasks described in the section can be found on the [Secure Site Training web page](#).

What tasks do I need to do in the DRC INSIGHT Portal and how do I do them?



The [DRC INSIGHT Portal](#) (formerly known as eDIRECT) is Data Recognition Corporation's (DRC) test management system that is used to manage student online testing, and perform the following functions:

- **Assign Student Supports and Accommodations (FI only)**
- **Print Test Tickets and Test Rosters (for FI online testing and P and SI score entry)**
- **Set up and maintain Test Sessions**

■ Monitor Test Completion (FI only)

See the [DRC INSIGHT Portal Basics](#) chapter of this training guide for more information on the portal and how to obtain access.

Additional directions for performing tasks in the DRC INSIGHT Portal, including step-by-step instructions for managing Test Sessions, are available on the DRC INSIGHT Portal welcome page. Select the link in the [Documents and Training Materials](#) bullet.

How do I create a testing schedule and what does it need to contain?



It is the **Building Coordinator's** responsibility to develop test administration schedules for the MI-Access assessments based on the school's resources and needs. The testing schedule must follow the test administration windows as established by the OEAA. Testing schedules should minimally include the following information:

- » district name
- » building name
- » building coordinator's name
- » date of assessment administration

- » location of testing session(s) (i.e., room number, classroom, etc.)
- » starting and ending time of testing session
- » assessment/grade/content being administered for each testing session
- » test administrator(s) and proctor(s) for each testing session

Testing schedules must be retained by the district or school for three years. The OEAA may request a copy of a building's testing schedule for monitoring and testing irregularity investigation purposes.

What is needed for off-site testing?



There is an **Off-Site Test Request** form for MI-Access. The window to request off-site testing for groups of students typically opens every year in November and continues through January. After this initial window

closes, a subsequent window opens around February and stays open through the end of testing. This second window allows schools to submit off-site requests for individual students who are homebound, suspended,

or expelled with service. The request window dates are posted in the [MI-Access List of Important Dates](#) document. The link to the [Off-Site Test Request](#) form is found on the [MI-Access web page](#).

Students should be familiar with the administrators who will be conducting the off-site testing. We encourage

administrators to make testing a part of the student's instruction by embedding the assessment into daily instructional routine. This means, when a staff member meets with a student for instruction, they should present the student with the MI-Access assessment as if it were a daily learning activity.

Where can I find information about student supports and accommodations?



The [Student Supports and Accommodations](#) section of the [MI-Access web page](#) provides detailed information and documents regarding which Universal Tools, Designated Supports, and Accommodations are available to MI-Access students during testing, following the directions found in a student's IEP.

Additionally, the [Student Supports and Accommodations Overview](#) chapter of this training guide includes detailed information about which Universal Tools, Designated Supports, and Accommodations are available to students while testing. The [Selecting and Assigning Universal Tools, Designated Supports, and Accommodations](#) chapter of this training guide describes how to assign supports and accommodations for students.

What do I need to do to prepare students for FI online testing?



The MDE recommends that all students taking FI online tests be prepared to use the tools and functionality of the test prior to testing. The recommended order is:

1. view the [Student Tutorials](#) in the [DRC INSIGHT Portal](#) with students in the classroom
2. model the use of the [Online Tools Training \(OTTs\)](#) for students in the classroom

3. provide students the opportunity to [work with the OTTs on the device they will use for testing](#) prior to the test administration

More information about where to find these resources and other considerations for preparing students for testing is available in the [Preparing Parents and Students for Testing](#) chapter of this training guide.

What do I need to do if I have any FI students who need to test using paper/pencil?



Some schools may have a few students who are testing with paper/pencil, due to their assigned accommodations. In some situations, all of the students taking FI assessments may need to test using paper/pencil.

Testing with paper and pencil requires pre-identification of the student(s) to the paper/pencil administration of the assessment, and ordering materials for the student(s).

When all students taking the FI assessment in a building need to test using paper and pencil, an **Online Waiver Request** must be submitted in the [OEAA Secure Site](#). The Online Waiver window occurs in late fall each year, preceding testing. Be sure to watch the **Spotlight** newsletter and refer to the **MI-Access List of Important Dates** for the dates.

For more information on all of these activities, see the following chapters of this training guide:

- » [Pre-Identification of Students for State Assessments](#)
- » [OEAA Secure Site](#)
- » [Initial Material Orders](#)
- » [Additional Material Orders](#)

What do I need to do to prepare staff for testing?

District Assessment Coordinators are responsible for providing training on the policies and procedures listed in the two **MI-Access TAMs** and in the **Assessment Integrity Guide** for staff involved in test administration. Also, all staff involved in testing must sign the **OEAA Assessment Security Compliance Form**.

For more information on preparing staff for testing, see the **Preparing Yourself and Staff as a District Coordinator** and/or the **Preparing Yourself and Staff as a Building Coordinator** chapter of this training guide.

Where can I find additional MI-Access resources?

The MI-Access web page has various documents that provide guidance on a variety of assessment activities including, but not limited to the:

- **New Administrator and Coordinator Primer**, found on the [MI-Access web page](#), under the **Professional Development** header, covering all assessments
- **List of Important Dates** documents for each of the assessment programs
- **Assessment Selection** guidance documents and online training modules
- **Test Administration Manuals (TAMs)**, the primary training source for each assessment program
- **Supports and Accommodations** guidance documents, including FAQs
- Various assessment-specific, detailed resources, such as the **MI-Access Participation and Supported Independence Scoring Rubric** online training module, which shows how these two levels of the assessment are administered and scored