

MI-Access Assessments Administration

Relevant assessments:

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

- Test Directions
- Administering the FI Assessments
- Administering the SI and P Assessments
- Materials Needed During Testing
- Handling Secure Materials
- Ensuring All Students Have Tested

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 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

This chapter addresses the MI-Access assessment administrations, by answering the following questions:

- ▶ Where can I find the Test Directions?
- ▶ How do I administer the Functional Independence (FI) assessments?
- ▶ How do I administer the Supported Independence (SI) and Participation (P) assessments?
- ▶ What materials will students and test administrators need during testing?
- ▶ How should the secure materials be handled during the test administration?
- ▶ How do I ensure that all students have tested?

Where can I find the Test Directions?



Detailed Test Directions are provided for each of the assessments.

- For the **Functional Independence (FI)** assessment, detailed Test Directions are embedded in the test engine and will be read aloud to the student when the student begins the test. For paper/pencil administration of the assessment, the Test Directions are in the [FI Test Administration Manual \(TAM\)](#), in the **Administrator** section.
- For the **Supported Independence (SI)** and **Participation (P)** assessments, the Test Directions are inside the front cover of the **Assessment Administrator Booklet**. This **Administrator Booklet** is included in the test materials that are delivered to the school. For the Supported Independence and the Participation level of the assessment, the directions also include item-specific adaptations guidance and options for read-aloud instructions.

How do I administer the Functional Independence (FI) assessments?



The **MI-Access Functional Independence (FI)** assessments are administered online, unless a student needs to take the paper/pencil format. An administration flowchart is available on the [MI-Access web page](#) that describes the online and paper/pencil protocols for MI-Access FI testing.

For online administration:

- The **ELA: Expressing Ideas** component of the FI assessment must still be administered in paper/pencil format.
- All students taking the MI-Access FI assessment must be pre-identified in the [OEAA Secure Site](#) (and also assigned to paper/pencil testing, if needed).
Be sure to review the [Pre-Identification of Students for State Assessments](#) chapter of this training guide for more information on this process.

- If a student(s) requires an accommodation(s) during testing (such as masking of areas of the computer screen), the accommodation has to be assigned for the student in the [DRC INSIGHT Portal](#) (formerly known as eDIRECT) before the Test Ticket is generated. (Be sure to securely destroy any Test Tickets that may have mistakenly been printed before the accommodations were assigned.)
- The assessment administrator must log the student into the test to begin the testing process and should also help the student navigate through the assessment; the administrator may not help the student with any items on the test.
- The text-to-speech function of the assessment defaults to “on”; this function may be turned off or the volume may be turned down.
- Administrators should monitor student progress and be prepared to help minimize any distractions to keep students engaged in the assessment.

- When the assessment is over, the administrator must “Submit” the test for the student.
- Be sure to review the MI-Access [Online Training Tools \(OTTs\)](#) and the [Student Tutorials](#) that are discussed in the [Preparing Students and Parents for Testing](#) chapter of this training guide.

For paper/pencil administration:

- Students mark their responses in the Test Booklets during administration, not in an Answer Document.
- Assessment administrators then transfer the student responses from the Test Booklet to a paper Answer Document.
- The Answer Document is returned for scoring after testing is complete.
- The [FI Test Administration Manual](#) found on the [MI-Access web page](#) has complete instructions on paper/pencil administration and the return of materials.

How do I administer the Supported Independence (SI) and Participation (P) assessments?



The MI-Access **Supported Independence (SI)** and **Participation (P)** assessments are quite different from the FI assessments in that they require two administrators, **Primary (PAA)** and **Shadow (SAA)**, and they are administered as observational assessments. It is strongly recommended that PAAs and SAAs review the [Scoring Rubrics Online Learning Program, Participation and Supported Independence](#) training videos (using a Firefox or Internet Explorer browser only) before administering an assessment. This video series is an excellent tool for training all staff involved in this testing. A link to this training can be found on the [MI-Access web page](#) under the **Professional Development** header.

- Students must be pre-identified in the [OEAA Secure Site](#) for the MI-Access P or SI; a session will automatically be created so the student Test Tickets can be printed.

NOTE: Student Test Tickets for P and SI are printed for score entry purposes only.

- The assessments include activity-based observations (found in the **Assessment Administrator Booklet**) and selected-response items (which use student Picture Cards). The PAA may choose to adapt classroom items for use in the assessment instead of using the student Picture Cards, to help engage the student with the test.
- The two Administrators score the student responses to the questions independently and simultaneously, based on the rubric in the **Assessment Administrator Booklet** and Scoring Documents (where they will record their observations).

- After testing is complete, the PAA and SAA Scoring Documents will be gathered, and the PAA will use the printed Test Tickets to log into each student's online Answer Document to enter the student scores.
- See the [Participation \(P\) and Supported Independence \(SI\) Test Administration Manual](#)

for detailed instructions on how to enter the student scores into the online Answer Document.

- A flowchart is also available on the web page that describes the administration protocols for MI-Access SI and P testing.

What materials will students and test administrators need during testing?



Test administrators and students will need various test materials, depending on whether the assessment is being administered online or by paper/pencil. Also, materials for Designated Supports and Accommodations are based on the individual supports or accommodations that are assigned to students in each Test Session.

- All online FI assessment administrators will need:
 - » Test Tickets and a Test Roster(s) to log students into the FI testing environment
 - » Headphones for all students (They should be available and plugged in before testing begins, since the text-to-speech function will begin as soon as the student is logged into the test system.)
 - » Calculators (Calculators are allowed on the FI mathematics assessments if they are routinely used in the classroom during instruction, though no FI items are intended to be calculator-dependent.)

NOTE: Students taking the [ELA: Accessing Print and Using Language](#) assessment (whether online or by paper/pencil) must complete the [Expressing Ideas \(EI\)](#) portion of the assessment in paper/pencil format. The [Expressing Ideas](#) component of the FI ELA assessment is not currently available online.

- All paper/pencil format FI assessment administrators will need:
 - » the [Paper/Pencil Test Administration Directions](#) found in the [FI Test Administration Manual](#)

- » a Test Booklet for each student testing
- » accommodations that have been approved by the student's Individualized Education Program (IEP) team, as required during testing
- » [Listening Scripts](#) for the [ELA: Accessing Print and Using Language](#) assessment (which are provided in material orders)
- » a sharpened pencil for each student plus extra pencils
- » an Answer Document with the student Barcode Label affixed for each student

- P and SI assessment administrators will need:
 - » an [Assessment Administrator Booklet](#) (which is included in the test materials that are delivered to the school) for both the PAA and the SAA
 - » the assessment student Picture Cards or adaptive items for use while testing
 - » Scoring Documents for both PAA and SAA to document student responses
 - » Test Tickets and a Test Roster(s) for use in entering the SI and P student scores online
 - » Any adaptations or classroom items they will be using as substitutes for picture cards

How should the secure materials be handled during the test administration?



All secure test materials must be kept in a locked storage area when not in use during testing. During assessment administration, secure materials must be distributed and collected daily. Secure materials include:

- » Test Tickets and Test Rosters
- » all paper/pencil Test Booklets
- » used and unused Answer Documents
- » FI ELA Listening Scripts
- » any accommodated versions of the tests (braille, audio CDs, enlarged print, and Assessment Administration Braille Booklet)

- » student Picture Cards
- » Assessment Administrator Booklets

Building Assessment Coordinators are responsible for ensuring the secure storage of materials throughout the assessment window, and for the secure destruction of any secure materials that are not returned to the scoring contractor; this includes securely destroying Test Tickets and Rosters.

Please see the **MI-Access Test Administration Manuals (TAMs)** found on the [MI-Access web page](#) for complete information on the secure storage and disposition of test materials during and after testing.

How do I ensure that all students have tested?



It is important that **District** and/or **Building Assessment Coordinators** ensure that all students who are expected to test complete testing before the window closes. For the FI online assessment, Assessment Coordinators will use the [DRC INSIGHT Portal Testing Status](#) page for this task. This page allows users to view how many students have not started, are in progress, or have completed tests they are assigned to, by grade and content area. Note, however, that only students who are pre-identified and assigned to an Online Session will appear on this

page. You will still need to make sure that all students who are expected to test are assigned to an Online Session for each content area tested in the grade.

For more information about the DRC INSIGHT Portal, see the [DRC INSIGHT Portal Basics](#) chapter of this training guide.

For more information about the OEAA Secure Site see the [OEAA Secure Site](#) chapter of this training guide.

Also be sure to review the [MI-Access Assessments Preparation](#) chapter of this training guide.