



Spring 2020 MI-Access FI Assessment Administration Flow Chart

Paper/Pencil Test Administration

Receive and inventory all paper test materials

Review material and schedule assessment times

Test Administration - April 13 to May 29, 2020

Students mark ALL responses directly in the test booklet except Expressing Ideas, which is on EI Answer Document

Test Administrators transfer student responses from the booklet to the answer document

Assemble all testing materials for return shipment

Include ELA: Expressing Ideas Answer Documents

Return Shipment on or before **June 2, 2020**

Note: See FI Test Administration Manual for return instructions

Student-Facing Online Test Administration

Create/Manage Test Sessions in DRC Insight Portal

Distribute Student Test Tickets to test administrators

Test Administrators log student into DRC Insight Portal test engine
Student records responses to test in the student-facing online test

ELA: Expressing Ideas (Writing/Drawing) must be completed with paper!

Test Administrators must submit test for a student

Test submission deadline is **May 29, 2020** (by 4:00 PM)