

### Important Login Information

The following helpful tips are for those who will be administering the MI-Access Functional Independence (FI) assessment online this year. While the online assessment is a student-facing testing environment, some active participation by the assessment administrator is required. While the online assessment may mean increased independence, it does not mean complete independence. It requires that you know your student's limitations in the use and engagement with technology. Here are some helpful tips:

- Remember that the log in for the FI online assessments is completed by the assessment administrator and **not** the student.
- The same is true for submitting the test once all of the questions have been answered.
- Log the student into the test using the student's test ticket. Check the information on the opening screen, and if it is correct, click continue. Then, click the part of the test you want the student to take (Part 1 or Part 2). When the screen with the three circles appears, students should then have direct control over the screen with any supports they may need at that point as outlined by their Individualized Education Program (IEP).
- The student may practice using the Online Tools Training Program (OTT), including how to raise their hand and ask for a break (for those students requiring a break). Please instruct students not to log off the test and to let the adult proctoring the test do this.
- It is permitted for the administrator to actively assist the student **in** the test, not **on** the test. For this reason the administrator may bubble in the student responses to the questions with the use of the mouse. Assessment administrators engaging in this practice should follow the Scribing Protocol, found on the [MI-Access website](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) under the section **Student Supports and Accommodations**.
- Remember, if a student takes a break for more than 20 minutes, you can manually pause the test by clicking **Pause**, and then **Exit**. Be sure not to exit using the **Review/End Test** button and review screen at the end of the test section until you are ready to submit answers.
- After the last question is completely read for any one part of the test, the student will be prompted to raise their hand. Check the review screen to be sure all questions have been answered. If a student did not answer a question, use a very generic question such as: "Did you want to answer this question?" and then navigate the test engine as the student dictates.
- Once all questions have been answered, proceed with exiting using the **Review/End Test** button and going through the process on the review screen.
- It is important that students complete all parts of the test.
- **For ELA:** It is required that **all** students take the paper version of the Expressing Ideas whether they participate with online or paper versions of the test. A valid FI ELA score will require that students participate in both Accessing Print and Expressing Ideas.
- The entire MI-Access Online Test Administration Manual for 2016 can be found on the [MI-Access website](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) under the section **Current Assessment Administration**.