



## Spring 2020 MI-Access P/SI Assessment Administration Flow Chart

### Paper Test Administration

Receive and inventory all test materials from Coordinator – Booklets, Picture Cards, and Scoring Documents

PAA and SAA meet to plan for administering tests

**Test Administration  
April 13 to May 29, 2020**

Assemble all testing materials for return (Assessment Booklets, Picture Cards)

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

*Note: See P/SI Test Administration Manual for return instructions*

### Online Answer Document Entry

Print Test Tickets/Rosters from DRC Insight Portal  
(used for score online entry after testing)

Distribute Test Tickets/Rosters to PAA for student score online entry

#### After testing the PAA must:

- PAA gathers ALL Scoring Documents
- Using Test Tickets and Scoring Documents for each student, login to Online Answer Document using URL link on DRC welcome page
- Enter BOTH PAA and SAA scores for each student
- Submit each Answer Document when completed

*Note: Scoring Documents must be retained by Schools/Districts*

**All scores must be submitted by  
May 29, 2020 (4:00 PM)**