

MI-Access Spring 2013 Online Answer Document Pilot: Frequently Asked Questions (FAQs)

1. What is the purpose of the MI-Access Online Answer Document Pilot?

The purpose of the pilot is to try out an electronic answer document, rather than a paper-based answer document, for recording Functional Independence student responses and Participation and Supported Independence student ratings. More information about the pilot can be found in the *Spring 2013 Test Administrator Manual Addendum: MI-Access Online Pilot*. This can be found in the iTester Administration site Help tab.

2. When is pilot taking place?

It is taking place at the same time as the regular Spring 2013 assessment window: February 11-March 22, 2013.

3. If an online answer document is completed for a student, does a paper answer document also need to be completed and submitted?

No, if an online answer document is completed for the student, please do not complete a paper answer document. If both an online answer document and a paper answer document are submitted, this may delay processing.

4. What is the deadline for completing the online answer documents?

Online answer documents must be completed **NO LATER THAN MARCH 22, 2013**, the last day of the assessment window. In addition, site completion must also be performed by March 22, 2013 (see the Site Completion Tab in iTester). The District Test Coordinator (DTC) must ensure that School Test Coordinators (STCs) and Assessment Administrators are notified of this deadline.

5. Will students interact with the iTester Administration site?

No, this is NOT a student-facing online assessment. Only Assessment Administrators will interact with the online answer document. The way in which students are administered MI-Access assessments will NOT change.

6. Which assessments and grades are included in the MI -Access Online Pilot?

<u>Program</u>	<u>Grade</u>	<u>Content Area</u>
Participation	<u>11</u>	<u>ELA/Mathematics</u>
Participation	<u>11</u>	<u>Science</u>
Supported Independence	<u>11</u>	<u>ELA/Mathematics</u>
Supported Independence	<u>11</u>	<u>Science</u>
Functional Independence	<u>11</u>	<u>Mathematics</u>

7. Which assessments are NOT included in the pilot?

The only assessments not included in the pilot are Functional Independence Accessing Print and Expressing Ideas. For these assessments, please be sure to use the hard copy answer documents and pre-ID labels you received with your assessment materials. These answer documents, with pre-ID labels adhered, need to be shipped to the MI-Access contractor, Questar Assessment, Inc. NO LATER THAN APRIL 5, 2013. For more information on returning your materials, please refer to the *2012-2013 MI-Access Test Administrator Manual* located at www.michigan.gov/mi-access or in the iTester Help tab.

8. What should be done with the answer documents and pre-ID labels received for the assessments included in the pilot (see table above)?

While the hard-copy answer documents and the pre-ID labels will not be used for the pilot, they must be returned to Questar along with your district's other secure testing materials by the April 5, 2013 shipping deadline. Please place these materials in the bottom of the box along with your district's other unused secure materials when returning them to Questar.

NOTE: If a paper answer document was inadvertently completed for a student whose responses or ratings were entered online, please clearly write, "Do Not Process," on the document and place it in the bottom of the box. Do not place the paper answer document in the School Return Envelope.

9. Do I need to use pre-ID labels for the assessments included in the pilot?

No, pre-ID information has been pre-populated in the iTester system electronically; therefore, you do not need to use labels for assessments included in the pilot. The labels districts receive in their shipment of materials MUST be returned to the MI-Access contractor. Labels only need to be used in the event that a hard-copy answer document is used rather than the online answer document, or if the Functional Independence Accessing Print and Expressing Ideas assessments are being administered.

10. How do I place orders for MI-Access materials?

You will place orders for materials at the BAA Secure Site (<http://www.michigan.gov/baa-secure>) as you normally would (refer to the *BAA Secure Site User Manual* located at the on the homepage of the BAA Secure Site). There is NO difference in the way that orders for materials are placed for those participating in the MI-Access Online Answer Document Pilot.

11. What if the demographics for a student are incorrect in iTester?

Most demographic information cannot be changed in iTester. The demographic information pre-populated in the iTester system was derived from the pre-ID file your district provided in the BAA Secure Site as of January 11, 2013. For questions about how to update student demographics, please contact MI-Access Customer Support by email at mi-access@questarai.com or by phone at 877-560-8378, and select option 4.

12. If a student enters school during the test window, and they are eligible for MI-Access, will Assessment Administrator complete the paper/pencil MI-Access answer documents?

Yes. Paper/Pencil materials will need to be ordered through the Additional Materials Orders (AMO) process for any students entering after pre-ID are submitted. New students may not be added to the Online Pilot.

13. Who enters the scores for the Participation and Supported Independence Assessments?

For each assessment item, there must be a score for the Primary Assessment Administrator (PAA) and the Shadow Assessment Administrator (SAA). The PAA is responsible for entering student ratings for both the PAA and the SAA

from the scoring documents. The SAA will review and affirm that the PAA has transferred his/her ratings correctly. The SAA should report any discrepancies to the PAA and/or the School Test Coordinator for resolution.

14. Is there a Shadow Assessment Administrator for the Functional Independence Assessments?

No, the Shadow Assessment Administrator only applies to the Participation and Supported Independence Assessments.

15. How do I receive my username and password for the iTester Administration site?

All users will receive an email with their iTester Administration site username and password. If you do not receive an email, contact your School Test Coordinator or District Test Coordinator. If you are a DTC and have not received an email with your username and password, contact MI-Access Customer Support by email at mi-access@questarai.com, or by phone at 877-560-8378, and select option 4.

16. Who creates Assessment Administrators accounts in the iTester Administration system?

The DTC or STC will create the Assessment Administrator accounts in the iTester Administration site. Please see the *Spring 2013 Test Administrator Addendum: MI-Access Online Pilot** that posted on the iTester Help tab for instructions for creating Assessment Administrator accounts.

***IMPORTANT:** Both the 2012/2013 MI-Access Test Administrator Manual **and** the *Test Administrator Manual Addendum: MI-Access Online Pilot* must be utilized by those participating in the pilot.