

MI-Access SI/P Online Answer Document Instructions for Score Entry

The MI-Access Supported Independence and Participation (SI/P) assessments are exclusively paper tests administered by two administrators, a Primary Assessment Administrator (PAA) and a Shadow Assessment Administrator (SAA), using selected response items (with picture cards provided) and activity-based observation items. The PAA and SAA record student responses on the Scoring Documents during testing, then enter them in the online answer document per the instructions listed here.

Scoring Documents

The Scoring Document is a tally sheet (samples below) to help the PAA and SAA keep a record of the student's responses for each item as the assessment is administered. Scoring Documents will arrive along with the Assessment Administrator Booklets and additional copies are available on the MI-Access webpage (www.michigan.gov/mi-access) under the "Current Assessment Administration" section. These documents may also be photocopied as needed.

The PAA and SAA **independently** and **simultaneously** observe and score the student responses on their Scoring Documents. After each content area has been completed, the PAA will collect the Scoring Documents from the SAA and enter the student responses for **both** administrators online as described in the following section (used Scoring Documents should remain in the district and should not be returned with other testing materials).

Sample SI and P Scoring Documents

MI-Access **MI-Access Supported Independence** **Scoring Document - SPRING 2022** **MICHIGAN Education**

Content Area: **Mathematics** Fill in Form Number: **SI-Math-62**

Student Name: **Sample**

Directions: Use this guide to record the student's responses for each item based on the scoring rubric. The primary assessment administrator will then transfer the scores into the online answer document found at <https://surveysdrc.com/mi/mi2022/looon.aspx>, using a test ticket. Please be careful that your scores from this sheet are transferred to the correct numbered item on the student online answer document.

Note: This document must be retained by your district. DO NOT RETURN.

Select One: ☐ Primary Assessment Administrator (PAA) ☐ Shadow Assessment Administrator (SAA)

Item	2 Responds correctly with no assistance	1 Responds correctly with verbal/physical cues	A Incorrect Response	B Resists/Refuses	C Hand-over-hand assistance and/or step-by-step directions
1	●	○	○	○	○
2	●	○	○	○	○
3	○	○	○	○	○
4	○	○	○	○	○
5	○	○	○	○	○
6	○	○	○	○	○
7	○	○	○	○	○
8	○	○	○	○	○
9	○	○	○	○	○
10	○	○	○	○	○
11	○	○	○	○	○
12	○	○	○	○	○
13	○	○	○	○	○
14	○	○	○	○	○
15	○	○	○	○	○
16	○	○	○	○	○
17	○	○	○	○	○
18	○	○	○	○	○
19	○	○	○	○	○
20	○	○	○	○	○

I certify that this assessment was given following the instructions given in the MI-Access SI/P Test Administration Manual and the assessment was given and scored independently and simultaneously with a Primary Assessment Administrator and a Shadow Assessment Administrator. Both scores were submitted using the online answer document, matching the authentic scores given by each independent assessment administrator.

X
Assessment Administrator (Sign and keep on file in your district. DO NOT RETURN)

60-PM-MIA-22

MI-Access **MI-Access Participation** **Scoring Document - SPRING 2022** **MICHIGAN Education**

Content Area: **Mathematics** Fill in Form Number: **P-Math-4L**

Student Name: **Sample**

Directions: Use this guide to record the student's responses for each item based on the scoring rubric. The primary assessment administrator will then transfer the scores into the online answer document found at <https://surveysdrc.com/mi/mi2022/looon.aspx>, using a test ticket. Please be careful that your scores from this sheet are transferred to the correct numbered item on the student online answer document.

Note: This document must be retained by your district. DO NOT RETURN.

Select One: ☐ Primary Assessment Administrator (PAA) ☐ Shadow Assessment Administrator (SAA)

Item	3 Responds correctly with no assistance	2 Responds correctly with verbal/physical cues	1 Responds correctly with modeling, short of hand-over-hand assistance	A Incorrect Response	B Resists/Refuses	C Hand-over-hand assistance and/or step-by-step directions
1	○	○	○	○	○	○
2	○	○	○	○	○	○
3	○	○	○	○	○	○
4	○	○	○	○	○	○
5	○	○	○	○	○	○
6	○	○	○	○	○	○
7	○	○	○	○	○	○
8	○	○	○	○	○	○
9	○	○	○	○	○	○
10	○	○	○	○	○	○
11	○	○	○	○	○	○
12	○	○	○	○	○	○
13	○	○	○	○	○	○
14	○	○	○	○	○	○
15	○	○	○	○	○	○

I certify that this assessment was given following the instructions given in the MI-Access SI/P Test Administration Manual and the assessment was given and scored independently and simultaneously with a Primary Assessment Administrator and a Shadow Assessment Administrator. Both scores were submitted using the online answer document, matching the authentic scores given by each independent assessment administrator.

X
Assessment Administrator (Sign and keep on file in your district. DO NOT RETURN)

60-PM-MIA-22

Online Answer Document Link and Score Entry

After the testing is completed, the scores must be transferred from the Scoring Documents to the online answer document by the PAA. This requires the Building Coordinator and PAA to work together to get the scores entered properly.

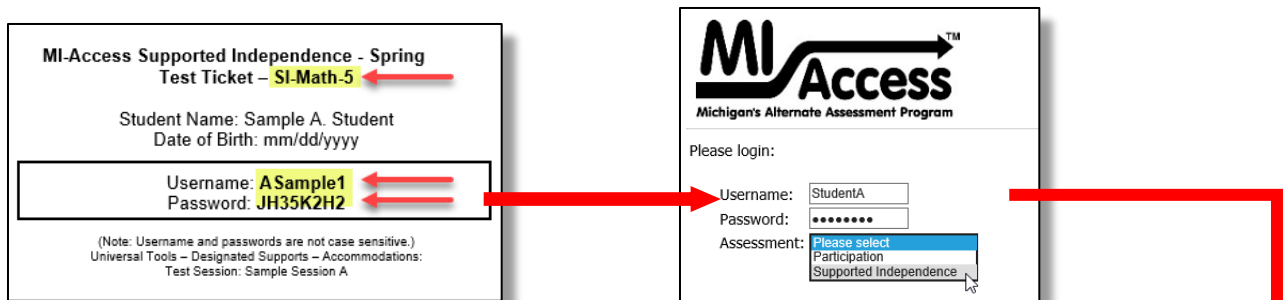
The Assessment/Building Coordinator must:

- ensure that all students are pre-identified in the OEAA Secure Site, which will automatically place them into test sessions in the DRC INSIGHT Portal (if a student is not in a session, be sure to manually enter them into sessions)
- confirm the proper assessment (SI or P) in the DRC INSIGHT Portal session for the student(s)
- print test tickets for each student (see below) and issue the tickets to the PAA (Note: test tickets are necessary for score entry after testing is completed)

The PAA will:

- gather all the used Scoring Documents and Test Tickets
- log into the 2022 Online Answer Document at this link <https://surveysdrc.com/mi/mi2022/logon.aspx>. This link is also available on the DRC Welcome page.
- The online answer document will be available from **April 11**, through **May 27, 2022** (4:00 PM)
- using the student's test tickets, login and enter both PAA and SAA scores from the Scoring Documents and submit using the directions below. The username and password are NOT case-sensitive.

Sample Test Ticket and Login Screen



The image shows a sample test ticket on the left and a login screen on the right. Red arrows indicate the flow of information from the test ticket to the login screen.

Test Ticket:

MI-Access Supported Independence - Spring
Test Ticket – SI-Math-5

Student Name: Sample A. Student
Date of Birth: mm/dd/yyyy

Username: ASample1
Password: JH35K2H2

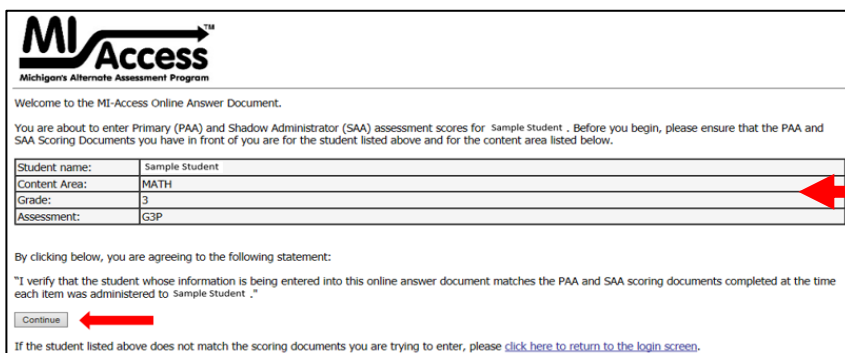
(Note: Username and passwords are not case sensitive.)
Universal Tools – Designated Supports – Accommodations:
Test Session: Sample Session A

Login Screen:

Please login:

Username: StudentA
Password: *****
Assessment: Please select
Participation
Supported Independence

Once the PAA has logged in and entered the assessment type (arrows above), a welcome screen will ask them to confirm all the student information (name, grade, content, and assessment) and to click “Continue.”



The image shows a welcome screen for the MI-Access Online Answer Document. It includes a table for student information and a 'Continue' button.

MI Access
Michigan's Alternate Assessment Program

Welcome to the MI-Access Online Answer Document.

You are about to enter Primary (PAA) and Shadow Administrator (SAA) assessment scores for Sample Student. Before you begin, please ensure that the PAA and SAA Scoring Documents you have in front of you are for the student listed above and for the content area listed below.

Student name:	Sample Student
Content Area:	MATH
Grade:	3
Assessment:	G3P

By clicking below, you are agreeing to the following statement:
“I verify that the student whose information is being entered into this online answer document matches the PAA and SAA scoring documents completed at the time each item was administered to Sample Student.”

If the student listed above does not match the scoring documents you are trying to enter, please [click here to return to the login screen](#).

Online Answer Document – Score Entry

The online answer document layout is the same as the scoring documents and displays the following fields:

- The **Participation** answer document is **blue** for the PAA, and **gray** for the SAA.
- The **Supported Independence** answer document is **green** for the PAA, and **gray** for the SAA.
- The PAA will select the form number from the drop-down menu that matches the booklet form number (circled below).
- The answer documents are displayed in a stacked format with the PAA entries on top. It will be necessary for the user to scroll down the screen to complete the form.
- The SAA section is displayed immediately below the PAA and has the same scrolling feature.
- The PAA will transfer their own scoring information in the PAA fields, then enter the SAA's information on the SAA section.

Sample Participation Online Answer Document

MI-Access Participation Online Answer Document - SPRING

Student name: _____

Grade: 7

Content Area: MATH

* Form: Please Select a Form
Please Select a Form
P-Math-71
P-Math-72

* Reminder: Use the form number that appears on the front of the **Assessment Administrator Test Booklet**.

ENTER PAA SCORES IN BLUE AREA

Item number	3 Responds correctly; no assistance	2 Responds correctly; verbal/physical cues	1 Responds correctly; modeling, short of hand-over-hand assistance	A Incorrect Response	B Resists/Refuses	C Hand-over-hand assistance and/or step-by-step directions
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ENTER SAA SCORES IN GRAY AREA

Item number	3 Responds correctly; no assistance	2 Responds correctly; verbal/physical cues	1 Responds correctly; modeling, short of hand-over-hand assistance	A Incorrect Response	B Resists/Refuses	C Hand-over-hand assistance and/or step-by-step directions
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Scroll bar for additional lines

Sample Supported Independence Online Answer Document

MI-Access Supported Independence Online Answer Document - SPRING

Student name: _____

Grade: 4

Content Area: ELA

* Form: SI-ELA-41
Please Select a Form
SI-ELA-41
SI-ELA-42

* Reminder: Use the form number that appears on the front of the **Assessment Administrator Test Booklet**.

ENTER PAA SCORES IN GREEN AREA

Item number	2 Responds correctly; no assistance	1 Responds correctly; verbal/physical cues	A Incorrect Response	B Resists/Refuses	C Hand-over-hand assistance and/or step-by-step directions
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Scroll bar for additional lines

ENTER SAA SCORES IN GRAY AREA

Item number	2 Responds correctly; no assistance	1 Responds correctly; verbal/physical cues	A Incorrect Response	B Resists/Refuses	C Hand-over-hand assistance and/or step-by-step directions
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submit Clear Responses Save and Return Later

Some important instructions to note:

- Both PAA and SAA scores must be entered in the answer document to receive a valid score for each item. If one or both scores are not entered, the score for that item will **not** be counted. A warning at the bottom of the page will alert you if either are missing (see below).

There are some PAA and/or SAA score entries missing for this student. A valid score for each item requires both a PAA and SAA score for each student response. You may continue to enter scores or click "Submit" to enter the scores as is. Please note that the missing scores are highlighted above but may not be visible until you scroll down on both the PAA and SAA grids.

- If the answer document is submitted blank or missing some of the PAA and/or SAA scores, the system will highlight the rows in yellow where scores are missing (see below). You may review and edit the information or choose to override the warning. If you choose to override the warning, the scores will not be captured for those items.

MI-Access Supported Independence Online Answer Document - SPRING

Student name: _____ Content Area: ELA
Grade: 4 * Form: SI-ELA-41

* Reminder: Use the form number that appears on the front of the **Assessment Administrator Test Booklet**.

ENTER PAA SCORES IN GREEN AREA

Item number	2 Responds correctly; no assistance	1 Responds correctly; verbal/physical cues	A Incorrect Response	B Resists/Refuses	C Hand-over-hand assistance and/or step-by-step directions
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ENTER SAA SCORES IN GRAY AREA

Item number	2 Responds correctly; no assistance	1 Responds correctly; verbal/physical cues	A Incorrect Response	B Resists/Refuses	C Hand-over-hand assistance and/or step-by-step directions
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

There are some PAA and/or SAA score entries missing for this student. A valid score for each item requires both a PAA and SAA score for each student response. You may continue to enter scores or click "Submit" to enter the scores as is. Please note that the missing scores are highlighted above but may not be visible until you scroll down on both the PAA and SAA grids.

Submit Clear Responses Save and Return Later

- A warning will appear if a form number is not selected from the dropdown menu. No entries may be submitted unless this is completed. Note: this form number **must** match the form number from the cover of the **assessment administrator booklet**.

A form number is required before the answer document can be submitted.

Submitting the Online Answer Documents

The **"Submit"** button sends the answer document for scoring.

The **"Clear Responses"** button clears the entire document and allows administrators to start over.

The **"Save and Return Later"** button saves all entries up to that point and prompts you to close the answer document. A login will be required to return to this answer document later. When you return, the answer document will allow you to resume entering scores.

Submit Clear Responses Save and Return Later

Once the scores have been submitted, a final verification message will appear asking the administrator to confirm that the information is accurate. This is the final opportunity to review and edit any entries.

I verify that the student whose information has been entered into this online answer document matches the scoring documents completed at the time each item was administered to Student Sample

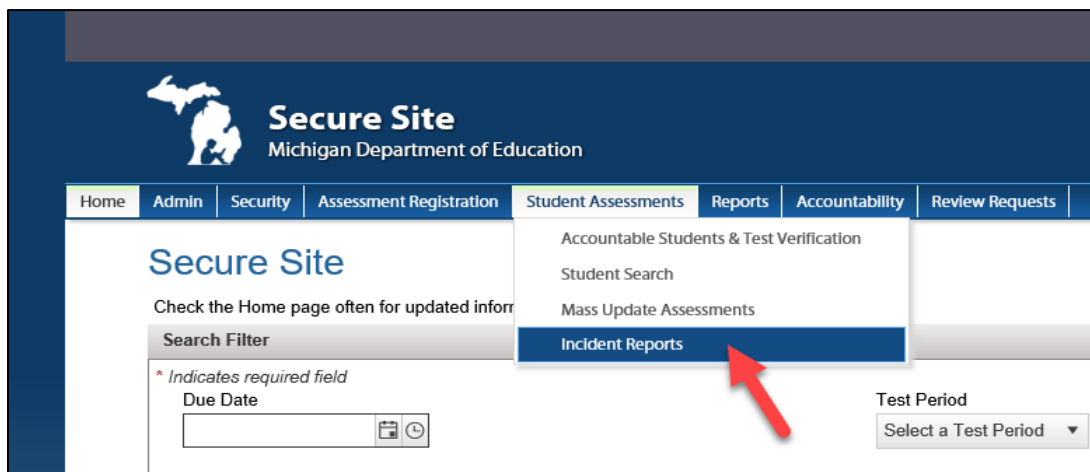
Submit

Cancel

Incident Report

If you discover a mistake was made in the submission of the scores, we recommend that you:

- gather all the information about the error
- contact the Building Coordinator to submit an incident report on the Office of Assessment and Accountability (OEAA) Secure Site
- request the answer document be regenerated
- the OEAA will process the report by regenerating the answer document (erases the original answer document entries)
- a confirmation email will notify the submitter that the regeneration is completed
- the Building Coordinator will then print a new test ticket, and the PAA will use the new ticket to enter the scores on a new answer document



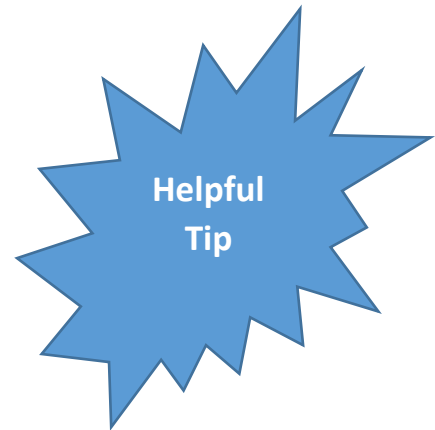
Helpful Tip

You might find it easiest to use an iPad or touch screen device, when entering scores on the online answer document. The functionality is more precise and significantly faster than using a mouse or touchpad. Also, scrolling is available anywhere on the online answer document; using a mouse or stylus allows you to swipe up or down, as well as scrolling.

number	Responds correctly, no assistance	Responds correctly, verbal/physical cues	Incorrect Response
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

MEMBER SAA SCORES IN GRAY AREA	Responds correctly, no assistance	Responds correctly, verbal/physical cues	Incorrect Response
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

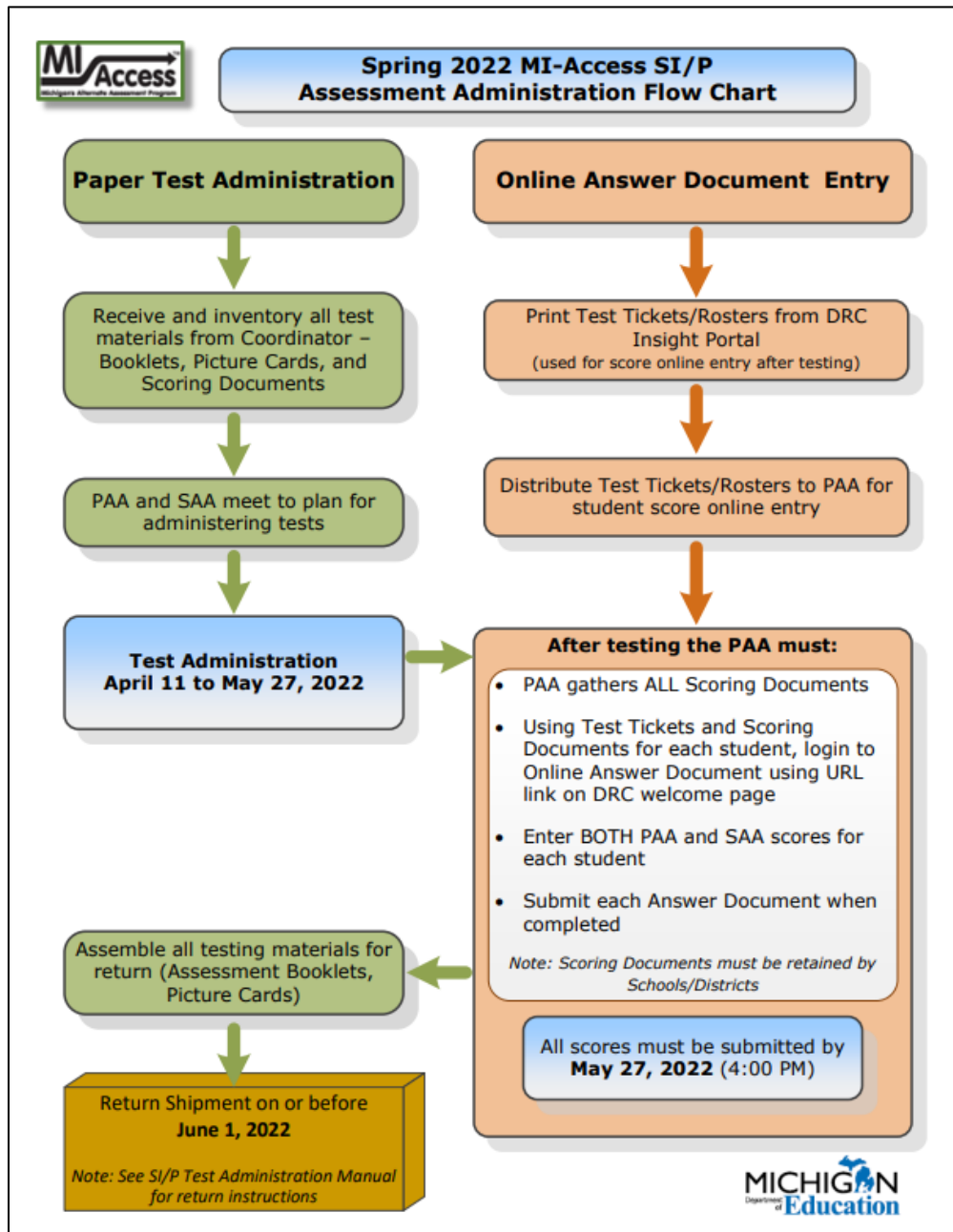
Submit Clear Responses



Note: Using an iPad during the administration is not permitted. Use the paper scoring documents to collect student responses and enter responses on-line after administration is completed. The paper scoring document creates a physical record of the students' responses and must be retained at the district for three years.

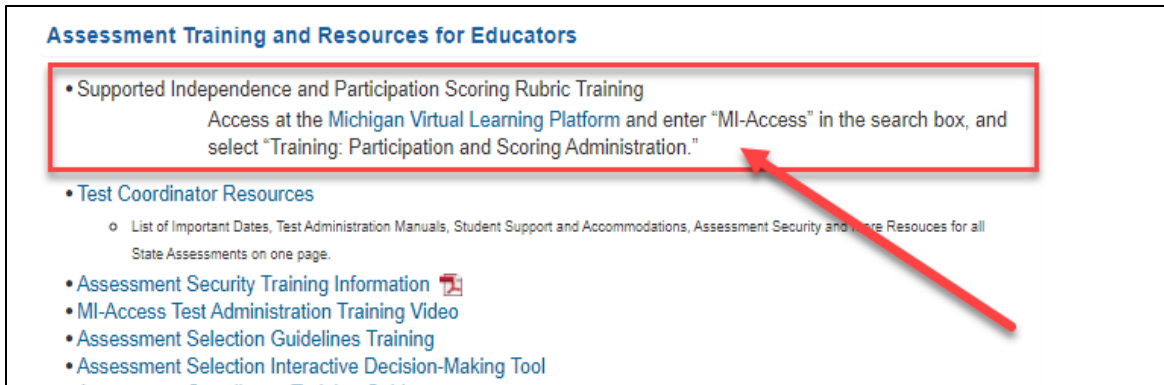
SI/P Assessment Administration Flowchart

This flowchart is designed as a quick reference and training tool to help administrators view the entire administration process and the unique steps of the paper/pencil and online features for SI/P assessments. The left side of the chart outlines the paper/pencil functions and materials, while the right side outlines the online answer document feature for entering the scores. You may print this page as a training tool and/or a reminder sheet.



Resource Note:

- A set of video-based modules on how to plan for and administer the **SI/P** assessments listed as “Scoring Rubric Training” is available on the MI-Access webpage (www.michigan.gov/mi-access) under “Assessment Training and Resources for Educators.” This training also provides a chapter on how to enter student responses to the online answer document.



- There is a module containing step-by-step score entry instructions in DRC INSIGHT Portal at www.mi.drcedirect.com along with other tutorials.
- Reminder: all online entries must be completed by **May 27, 2022, by 4:00 PM**.
- For assistance, contact mde-oeaa@michigan.gov, or call 877-560-8378.