

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

The MI-Access Participation and Supported Independence (P/SI) assessments are administered by both a Primary Assessment Administrator (PAA) and a Shadow Assessment Administrator (SAA), using selected response items (with picture cards provided or equivalent instructional materials) and activity-based observation items. The PAA and SAA scores are tallied on the Scoring Documents during observations and are entered in the online Answer Document per the instructions listed in this document.

Scoring Documents

There is a single-page tally sheet or Scoring Document for each content area and administrator (PAA and SAA). This table-like Scoring Document (samples below) will help the PAA and SAA keep a tally 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 should **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 P and SI Scoring Documents

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. 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 Secure Site, which will automatically place them into test sessions in eDirect
 - Students who are pre-identified should automatically be assigned to a test session. If not, the students must be manually entered into sessions.
- confirm the students are in the eDIRECT session for the proper assessment (SI or P)
- 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 2019 Online Answer Document at <https://surveysdrc.com/mi/mi2019/logon.aspx>; this link is also available on the DRC Welcome page
 - INSIGHT is NOT used for the online Answer Document process
 - This online Answer Document will only be available from **April 9**, through **May 24, 2019** (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

MI-Access Supported Independence - Spring 2019
Test Ticket – **SI-Math-5**

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

Username: **A Sample1**
 Password: **JH35K2H2**

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

MI Access
Michigan's Alternate Assessment Program

Please login:

Username:

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.”**

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:	OSP

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 will then appear with the following fields.

- The Participation Answer Document is highlighted in blue for the PAA, and gray for the SAA.
- The Supported Independence Answer Document is highlighted in 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 (see red arrows 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 Answer Document is displayed immediately below the PAA and also has the scrolling feature.
- The PAA will transfer their own scoring information in the PAA fields, then enter the SAA's information on the SAA Answer Document.

The Answer Documents mirror the Scoring Documents and this is designed to make entry easier. The PAA window (Blue for Participation) appears at the top of the Answer Document while the SAA window (gray) appears in a lower window. The Supported Independence has the same format however, the rubric is different and the PAA window is the color green. The scrolling feature locks the rubric headers in place for each window. See sample screens below.

Sample Participation Online Answer Document

MI-Access Participation Online Answer Document - 20XX
 Student Name: Student A, Sample
 Grade: 3
 Content Area: ELA
 Form: PELA-3

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 type="radio"/>	<input 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"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input 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 type="radio"/>	<input 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"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submit Clear Responses Save and Return Later

Sample Supported Independence Online Answer Document

MI-Access Supported Independence Online Answer Document - 20XX
 Student Name: Student A, Sample
 Grade: 3
 Content Area: Math
 ELA: (S-EA-3)

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					
2					
3					
4					
5					
6					

Supported Independence – PAA scores

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					
2					
3					
4					
5					
6					
7					
8					

Supported Independence – SAA scores

Submit Clear Responses Save and Return Later

Some important administrative 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 also highlight the rows 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.

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						
2						
3						
4						
5						

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						
2						
3						
4						
5						

3. 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 assessment administrator booklet.

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

Submitting the Online Answer Documents

The Answer Document provides fields to enter all responses and buttons to submit the Answer Document.

The **“Submit”** button sends the Answer Document for scoring.

The **“Clear Responses”** button clears all entries 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 it will allow you to resume entering scores.

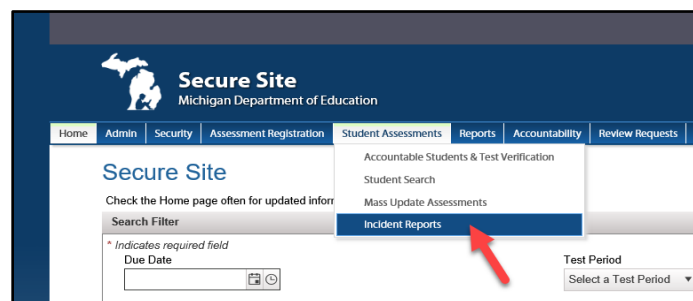


Once the scores have been submitted, a final verification message will appear asking the administrator to confirm that the information is accurate. This is the final opportunity to review and reverse any entries.

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



If you discover a mistake was made in the submission of the scores, we recommend that you gather the information, and submit an incident report on the Office of Assessment and Accountability (OEAA) Secure Site, requesting the Answer Document be regenerated. The OEAA will process the report by regenerating the Answer Document (erases the original Answer Document). A confirmation email will notify you that the regeneration is completed. The MI-Access 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

When you are entering scores to the online Answer Document, you may find it much easier to do when using an iPad or a touchscreen with a stylus. The functionality is more precise and significantly faster than using a mouse or a touchpad. We do not recommend using the iPad during the administration of the tests—instead, use the Scoring Documents.



Grade: _____

ENTER PAA SCORES IN BLUE AREA

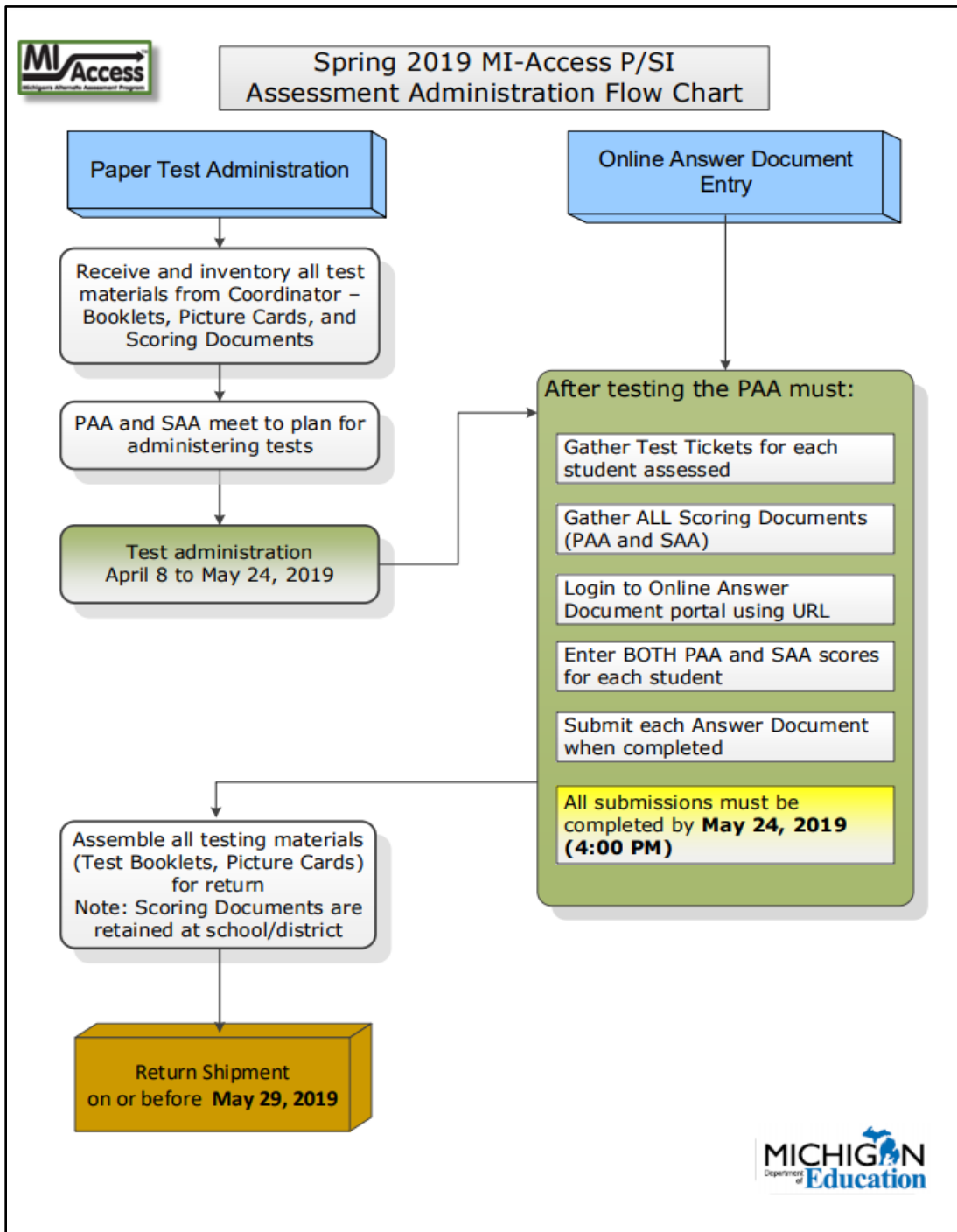
Item number	3 Responds correctly; no assistance	2 Responds correctly; verbal/physical cues	1 Responds short of h
8	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	<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 short of h
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 type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

P/SI Assessment Process Flowchart

This flowchart is designed as a quick reference or training tool to help administrators view the entire administration process and the unique steps of the paper/pencil and online features for P/SI 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:

- There is a module containing step-by-step instructions for the above information in eDirect at www.mi.drcedirect.com along with other tutorials.
- A set of video-based modules on how to plan for and administer the P/SI assessments is available on the MI-Access webpage (www.michigan.gov/mi-access) under “Professional Development.”

Professional Development

- [Assessment Administrators Resources](#)
 - Important Dates, Test Administration Manuals, and other documents in one location for all state assessments.
- [Assessment Selection Guidelines Training](#)
- [Assessment Selection Interactive Decision-Making Tool](#)
- [Assessment Coordinator Training Guide](#)
- [Focus on Test Administration, Spring 2018 Video](#)
- [Focus on Test Administration, Spring 2018](#) 
- [Functional Independence \(FI\) Assessment Administration Flow Chart](#) 
- [Participation \(P\) and Supported Independence \(SI\) Assessment Administration Flow Chart](#) 
- [Assessment Security Training Information](#) 
 - [Assessment Security Modules Registration](#)
- [Michigan's Alternate Content Standards for English Language Arts \(ELA\), Mathematics, Social Studies, and Science](#)
- [Student Supports and Accommodations Webinar Links & Powerpoints](#)
- [New Administrator and Coordinator Primer](#) 
- [MI-Access FI Online Tools Training](#) 
- [Assessment Committee Participation Application](#)
- [Secure Site Training Documentation](#)
- [Essential Elements with Michigan Range of Complexity](#)
- [Scoring Rubrics Online Learning Program, Participation and Supported Independence](#) 

Works best with Internet Explorer and allowing pop ups

- Reminder: all online entries must be completed by **May 24, 2019, by 4:00 PM.**
- For assistance, contact mde-oeaa@michigan.gov, or call 877-560-8378.