

Spring 2013 MI-Access Online Answer Document Pilot Top 10

1. The administration of the MI-Access assessments to students will not be impacted in any way by the pilot.
2. Students do not interact with the iTester Administration site.
3. Assessment Administrators do not complete paper answer documents if an online answer document is submitted.
4. Ensure you are working in the correct student population and content area by selecting the population and content area from the *Currently working in...* drop-down menu at the top right-hand side of the screen.
5. Only Functional Independence Assessment Administrators, and Supported Independence and Participation Primary Assessment Administrators, have the ability to enter student responses or ratings into the online answer document.
6. New students cannot be added to iTester Administration site following the January 11, 2013 pre-identification deadline.
7. Paper answer documents must be completed and submitted for Functional Independence Accessing Print and Expressing Ideas assessments.
8. Both Primary Assessment Administrator (PAA) and Shadow Assessment Administrator (SAA) ratings must be entered into the online answer document or the student's test will not be valid and will not receive a score.
- 9. Assessment of students, entry of student responses/ratings, and site completion in iTester must be completed NO LATER THAN MARCH 22, 2013.**
10. Read the *2012/2013 MI-Access Test Administrator Manual* for information regarding the administration of the MI-Access assessments



to students, **and** the *Spring 2013 Test Administrator Manual Addendum: MI-Access Online Pilot* for information regarding how to use the iTester Administration site for activities related to the pilot.