



Spring 2025 MI-Access SI/P 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 7 to May 23, 2025**

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

Note: Scoring Documents must be retained by Schools/Districts

**Return Shipment on or before
May 28, 2025**

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

Online Answer Document Entry

Print Test Tickets/Rosters from DRC Insight Portal
(used for online score 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

All scores must be entered and submitted by **May 23, 2025** (4:00 PM)