

MI-Access Assessments Administration

Relevant assessments:

■ MI-Access

- » MI-Access Functional Independence (FI)
- » MI-Access Supported Independence (SI)
- » MI-Access Participation (P)

- Test Directions
- Administering the FI Assessments
- Administering the SI and P Assessments
- Materials Needed During Testing
- Handling Secure Materials
- Ensuring All Students Have Tested

Assessment Coordinator Training Guide

NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Quick Reference** chapter readily available for future use.



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Intro

This chapter addresses the **MI-Access** Assessment Administrations, by answering the following questions:

- ▶ Where can I find the Test Directions?
- ▶ How do I administer the Functional Independence (FI) assessments?
- ▶ How do I administer the Supported Independence (SI) and Participation (P) assessments?
- ▶ What materials will students and test administrators need during testing?
- ▶ How should the secure materials be handled during test administration?
- ▶ How do I ensure that all students have tested?

Where can I find the Test Directions?



Detailed test directions are provided for each of the assessments.

- For the online **Functional Independence (FI)** assessment, detailed test directions are embedded in the test engine and will be read aloud to the student when the student begins the test. For paper/pencil administration of the assessment, the test directions are in the **FI Test Administration Manual (TAM)**, in the Administrator section.
- For the **Supported Independence (SI)** and **Participation (P)** assessments, the test directions are inside the front cover of the **Assessment Administrator Booklet**. This administrator booklet is included in the test materials that are delivered to the school. For the Supported Independence and the Participation level of the assessment, the directions also include item-specific adaptations guidance and options for read-aloud instructions.

How do I administer the Functional Independence (FI) assessments?



The MI-Access Functional Independence (FI) assessments are administered online, unless a student needs to take the paper/pencil format. An administration flowchart on the [MI-Access web page](#) describes the online and paper/pencil protocols for MI-Access FI testing.

For online administration:

- All students taking the MI-Access FI assessment must be pre-identified in the [OEAA Secure Site](#) (and must also be assigned to paper/pencil testing, if needed).
Be sure to review the **Pre-Identification of Students for State Assessments** chapter of this training guide for more information on this process.
- The **ELA: Expressing Ideas** component of the FI assessment must still be administered in paper/pencil format.

- If a student(s) requires an accommodation(s) during testing (such as masking areas of the computer screen), the accommodation must be assigned to the student in the [DRC INSIGHT Portal](#) (formerly known as eDIRECT) before the student's test ticket is generated. (Be sure to securely destroy any test tickets that may have been printed by mistake before the accommodations were assigned.)
- The assessment administrator must log the student into the test to begin the testing process, and also help the student navigate through the assessment; the administrator may not help the student with any items on the test.
- The text-to-speech function of the assessment defaults to "on"; this function may be turned off or the volume may be turned down.
- Administrators should monitor student progress and be prepared to minimize any potential distractions to keep students engaged in the assessment.

- When the assessment is complete, the administrator must "Submit" the test for the student.
- Be sure to review the MI-Access [Online Training Tools \(OTTs\)](#) and the [Student Tutorials](#) that are discussed in the [Preparing Students and Parents for Testing](#) chapter of this training guide.

For paper/pencil administration:

- Students mark their responses in the test booklets during administration, not in an answer document. The only exception is FI ELA Expressing Ideas, where students respond directly on the answer document.
- Assessment administrators then transfer the student responses from the test booklet to a paper answer document.
- The answer document is returned for scoring after testing is complete.
- The [FI Test Administration Manual](#) found on the [MI-Access web page](#) has complete instructions on paper/pencil administration and the return of materials.

How do I administer the Supported Independence (SI) and Participation (P) assessments?



The MI-Access Supported Independence (SI) and Participation (P) assessments are quite different from the FI assessments. They require two administrators, Primary (PAA) and Shadow (SAA), and they are administered as observational assessments. It is strongly recommended that PAAs and SAAs review the [Supported Independence and Participation Scoring Rubric Training](#) under the Assessment Training and Resources for Educators section on the [MI-Access web page](#). This self-directed course is an excellent tool for training staff, while providing continuing education credits for completion. This resource may also be accessed through [Michigan Virtual](#) by entering "MI-Access" in the search box, and selecting "Training: Participation and Scoring Administration."

- Students must be pre-identified in the [OEAA Secure Site](#) for either the MI-Access P or SI assessment; a session will automatically be created so the student test tickets can be printed.
 - Note:** Student test tickets for P and SI are printed for score entry purposes only.
- The assessments include activity-based observations (found in the [Assessment Administrator Booklet](#)) and selected-response items, which use student picture cards. The PAA may choose to provide adaptations of the activity-based observations using classroom items during the assessment instead of the student picture cards, to help engage the student with the test.

- The two administrators score the student responses to the questions independently and simultaneously, based on the rubric in the **Assessment Administrator Booklet** and on the scoring documents (where they will record their observations).
- After testing is complete, the PAA and SAA scoring documents are collected and the PAA will use the printed test tickets to log into each student's online answer document to enter the student scores.
- Refer to the **Participation (P) and Supported Independence (SI) Test Administration Manual** for detailed instructions on how to enter the student scores into the online answer document.
- A flowchart is also available on the web page that describes the administration protocols for MI-Access SI and P testing.

What materials will students and test administrators need during testing?



Test Administrators and students will need various test materials, depending on whether the assessment is being administered online or by paper/pencil. Also, materials for designated supports and accommodations are based on the individual supports or accommodations that are assigned to students in each test session.

- All online FI assessment administrators will need:
 - » test tickets and a test roster(s) to log students into the FI testing environment
 - » headphones for all students (these must be available and plugged in before testing begins, since the text-to-speech function will begin as soon as the student is logged into the test system)
 - » calculators (calculators are allowed on the FI mathematics assessments if they are routinely used in the classroom during instruction, even though no FI items are intended to be calculator-dependent)

Note: Students taking the **ELA: Accessing Print and Using Language** assessment (whether online or by paper/pencil) must complete the **Expressing Ideas (EI)** portion of the assessment in paper/pencil format. The **Expressing Ideas** component of the FI ELA assessment is not currently available online.

- All paper/pencil format FI assessment administrators will need:
 - » the **Paper/Pencil Test Administration Directions** found in the **FI Test Administration Manual**
 - » a test booklet for each student testing
 - » accommodations that have been approved by the student's Individualized Education Program (IEP) team, as required during testing
 - » Listening Scripts for the **ELA: Accessing Print and Using Language** assessment (provided in material orders)
 - » a sharpened pencil for each student plus extra pencils
 - » an answer document with the student barcode label affixed for each student
- P and SI assessment administrators will need:
 - » an **Assessment Administrator Booklet** (included in the test materials that are delivered to the school) for both the PAA and the SAA
 - » the assessment's student picture cards or adaptive items for use while testing
 - » scoring documents for both PAA and SAA to document student responses

- » test tickets and a test roster(s) for use when entering the SI and P student scores online
- » any adaptations or classroom items they will be using as substitutes for picture cards

How should the secure materials be handled during test administration?



All secure test materials must be kept in a locked storage area when not in use during testing. During assessment administration, secure materials must be distributed and collected daily. Secure materials include:

- » test tickets and test rosters
- » all paper/pencil test booklets
- » used and unused answer documents
- » FI ELA Listening Scripts
- » any accommodated versions of the tests (braille, audio CDs, enlarged print, and Assessment Administrator Booklet for braille)

- » student picture cards
- » Assessment Administrator Booklets

Building Assessment Coordinators are responsible for ensuring the secure storage of materials throughout the assessment window, and for the secure destruction of any secure materials that are not returned to the scoring contractor; this includes securely destroying test tickets and rosters.

Refer to the [MI-Access Test Administration Manuals \(TAMs\)](#) found on the [MI-Access web page](#) for detailed information on the secure storage and disposal of test materials during and after testing.

How do I ensure that all students have tested?



It is important that District and/or Building Assessment Coordinators ensure that all students who are expected to test complete testing before the MI-Access testing window closes. For the FI online assessment, Assessment Coordinators will use the [DRC INSIGHT Portal](#) Testing Status page for this task. This page allows users to view how many students have not started, are in progress, or have completed tests they were assigned to, by grade and content area. However, only students who are pre-identified and assigned to an online session will appear on this page. You will still need to make sure that all students

who are expected to test are assigned to an online session for each content area tested in the grade.

For more information about the DRC INSIGHT Portal, refer to the [DRC INSIGHT Portal Basics](#) chapter of this training guide.

For more information about the OEAA Secure Site, refer to the [OEAA Secure Site](#) chapter of this training guide.

Also be sure to review the [MI-Access Assessments Preparation](#) chapter of this training guide.