



## P/SI Online Answer Document Instructions for Score Entry

The MI-Access Supported Independence and Participation (P/SI) student experience for this spring is not changing. Students will have the assessment administered using selected response items using picture cards (or equivalent instructional materials) and activity based observation items just as they have in the past. The observational scores by the administrators will be entered into the online answer document from the scoring document sheets per the instructions listed below.

### Scoring Documents

The Scoring Document is a single page tally sheet for each content area and each administrator (Primary and Shadow). This table-like scoring document (see samples below) will help the Primary Assessment Administrator (PAA) and Shadow Assessment administrator (SAA) keep track of the student's responses on each item as the assessment is observed. A separate scoring document will be used by the PAA and by the SAA to independently and simultaneously record student responses during the assessment observations.

Scoring Documents will arrive along with the Assessment Administrator Booklets. Additional copies of the MI-Access P/SI scoring documents are posted on the MI-Access webpage ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)) under the "Current Assessment Administration" section. Scoring documents may also be photocopied as needed. After each content area assessment has been completed, the PAA will collect the scoring documents from the SAA and enter the responses for both administrators online (used scoring documents should remain in the district and should not be returned with other testing materials).

### Sample P and SI Scoring Documents

**MI-Access Participation Scoring Document- SPRING 2016**

Primary Assessment Administrator     
  Shadow Assessment Administrator

Student Name \_\_\_\_\_      Content Area: English Language Arts    Form: \_\_\_\_\_    Grade: \_\_\_\_\_

Optional: print and place the student's bar code label here.  
Note: this document will not be returned with secure materials.

Directions: Use this guide to score the student using the MI-Access rubric for each item of the assessment using a check mark or other mark in the corresponding box for each item. Please be careful that your scores from this sheet are transferred to the correct numbered item on the student online answer document.

Item	3 – Responds correctly with no assessment administrator assistance	2 – Responds correctly after assessment administrator provides verbal/physical cues	1 – Responds correctly after assessment administrator provides modeling, short of hand-over-hand assistance	A – Incorrect Response	B – Resists/Refuses	C – Assessment administrator provides hand-over-hand assistance
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 Assessment Spring 2016 cycle and that 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 authentic scores given by each independent assessment administrator.

Assessment Administrator  
**(DO NOT RETURN: sign and keep on file in your district)**

**MI-Access Supported Independence Scoring Document- SPRING 2016**

Primary Assessment Administrator     
  Shadow Assessment Administrator

Student Name \_\_\_\_\_      Content Area: English Language Arts    Form: \_\_\_\_\_    Grade: \_\_\_\_\_

Optional: print and place the student's bar code label here.  
Note: this document will not be returned with secure materials.

Directions: Use this guide to score the student using the MI-Access rubric for each item of the assessment using a check mark or other mark in the corresponding box for each item. Please be careful that your scores from this sheet are transferred to the correct numbered item on the student online answer document.

Item	2 – Responds correctly with no assessment administrator assistance	1 – Responds correctly after assessment administrator provides verbal/physical cues	A – Incorrect Response	B – Resists/Refuses	C – Assessment administrator provides 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 Assessment Administrator Manual for the Spring 2016 cycle and that 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.

Assessment Administrator  
**(DO NOT RETURN: sign and keep on file in your district)**

## Online Answer Document Portal Link and Score Entry -

The PAA will be given a "test ticket" from the Assessment/Building Coordinator, who will have created a test ticket using eDIRECT (similar to how sessions are set up for M-STEP and MI-Access Functional Independence (FI) Online). The PAA will then be directed to use that test ticket to log into the MI-Access P/SI answer portal at <https://drsurvey.com/mi/mi2016>, (this is in Chrome browser) and will not be through INSIGHT as it is for M-STEP and MI-Access FI). This online answer document portal will only be available from **April 11**, through **May 27, 2016**.

### Sample Test Ticket - Online Portal Log On

**MI-Access Participation (P) Test Ticket**  
**P-ELA-5**

Test Session: Dev-P-ELA  
 Student Name: Jones, Junie  
 Date of Birth: 3/5/2005  
 State Student ID (UIC): 9999900138  
 District Student ID:  
 Username: JJones1  
 Password: 89G8J2Q5  
 Accommodation(s):

**MI Access**  
Michigan's Alternate Assessment Program

Please login:

Username:   
 Password:

Once the PAA has logged into the portal, and selected the matching form number (red arrows below), they will transfer their own scoring information, as well as the SAA's, from the scoring documents to the online answer document as illustrated below. A couple of important administrative instructions:

1. A valid entry requires that each item has both PAA and SAA scores. If both scores are not entered, the score for that item will not be counted.
2. If the answer document is submitted blank, or with neither the PAA and/or SAA scores, the student will be considered as **not assessed**.

### Sample Online Answer Document

MI-Access Supported Independence Online Answer Document - SPRING 2016						
Student name:		Student drsSleiven				
Content Area:		ELA				
Grade:		3				
Form:		Please Select a Form ▼				
		2 - Responds correctly with no assessment administrator assistance	1 - Responds correctly after assessment administrator provides verbal/physical cues	A - Incorrect Response	B - Resists/Refuses	C - Assessment administrator provides hand-over-hand assistance and/or step-by-step directions
1	PAA	●	●	●	●	●
	SAA	●	●	●	●	●
2	PAA	●	●	●	●	●
	SAA	●	●	●	●	●
3	PAA	●	●	●	●	●
	SAA	●	●	●	●	●
4	PAA	●	●	●	●	●
	SAA	●	●	●	●	●

MI-Access Participation Online Answer Document - SPRING 2016							
Student name:		Student drsPnineteen					
Content Area:		ELA					
Grade:		4					
Form:		Please Select a Form ▼					
		3 - Responds correctly with administrator assistance	2 - Responds correctly after assessment administrator provides verbal/physical cues	1 - Responds correctly after assessment administrator provides modeling, short of hand-over-hand assistance	A - Incorrect Response	B - Resists/Refuses	C - Assessment administrator provides hand-over-hand assistance and/or step-by-step directions
1	PAA	●	●	●	●	●	●
	SAA	●	●	●	●	●	●
2	PAA	●	●	●	●	●	●
	SAA	●	●	●	●	●	●
3	PAA	●	●	●	●	●	●
	SAA	●	●	●	●	●	●
4	PAA	●	●	●	●	●	●
	SAA	●	●	●	●	●	●

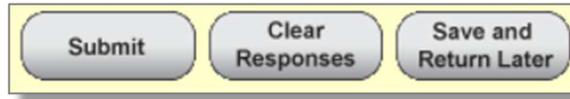
## Submitting the Online Answer Documents

The answer document provides fields to enter all responses and buttons to navigate through the submission process.

“**Submit**” button sends answer document for scoring.

“**Clear Responses**” button clears all entries and allows administrators to start over.

“**Save and Return Later**” button saves all entries up to that point and prompts you to close the answer document portal. A login will be required in order to return to this answer document.



### Resource Note:

- There is a module of step-by-step instructions of the above information in eDirect at this [link](#) (www.mi.drctdirect.com/) along with other tutorials.
- You may access these training videos for administering the MI-Access P/SI Assessments on the MI-Access website or by using the following web [link](#).
- For assistance please contact [baa@michigan.gov](mailto:baa@michigan.gov) or call 877-560-8378.

