



Spring 2022 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 11 to May 27, 2022**

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

**Return Shipment on or before
June 1, 2022**

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

Online Answer Document Entry

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

Note: Scoring Documents must be retained by Schools/Districts

**All scores must be submitted by
May 27, 2022 (4:00 PM)**