



Coordinator and Assessment Administrator Manual

Grade 11 Addendum

English Language Arts, Mathematics, and Science

Spring 2008 Grade 11 Addendum

The purpose of this addendum is to inform MI-Access coordinators and assessment administrators of important changes that have been made to the MI-Access grade 11 assessment materials and/or administration procedures since last fall when the *2007/2008 MI-Access Coordinator and Assessment Administrator Manual* was published. **Please refer to the full manual first for detailed information on (1) how the assessments are designed, (2) how to administer the assessments, and (3) how to distribute, use, and return assessment materials. Then, check this addendum for important updates or changes.**

While the *2007/2008 MI-Access Coordinator and Assessment Administrator Manual* is organized by assessment role (District MI-Access Coordinator, School MI-Access Coordinator, and assessment administrator), this addendum is organized by topic (that is, by the changes that have been made to specific procedures or to specific materials). Therefore, it is important for **all** people involved with MI-Access—regardless of their role in the assessment administration process—to review the entire document. If people have questions after reviewing the original manual and this addendum, they should use the communication procedure and contact numbers provided on page 19 of the 2007/2008 manual to obtain answers.

A. Spring 2008 MI-Access Assessment Window

The MI-Access grade 11 assessments will be administered from February 18 through March 28, 2008. It is important to complete the assessments on or before March 28 to allow scanning and scoring to take place and reports to be returned in a timely manner.

The assessments administered during this window will cover three student populations—Participation, Supported Independence, and Functional Independence—and three content areas—English language arts (ELA), mathematics, and science.

Spring 2008 MI-Access Assessment Window
Grade 11 February 18 - March 28



B. Spring 2008 MI-Access Counts

All counts for MI-Access assessment materials must be entered and submitted in the MI-Access Online System. The date by which counts are submitted will determine when assessment materials are processed and shipped. See Table 1 (below) for more information on processing and shipping dates.

Table 1 PROCESSING AND SHIPPING DATES	
Tasks and Dates	Materials
If districts submit counts by December 12, 2007...	...their materials will be processed and shipped on January 28 (shipment 1) and February 4 (shipment 2).
If districts submit counts after December 12, 2007...	...their materials will NOT be processed and shipped until around February 7. These districts will NOT receive preprinted answer documents but, instead, will receive preprinted student barcode labels.
If districts submit counts for additional materials on February 4...	...their materials will be processed and shipped about one week after the submission date. (Submissions after February 4 may be shipped sooner, depending on the volume of requests.)

C. Number of Shipments

Districts will receive grade 11 MI-Access assessment materials in two shipments. The first shipment will include standard print assessment booklets, accommodated assessment booklets (Braille, enlarged print, and audio versions), multiple copies of the *2007/2008 Coordinator and Assessment Administrator Manual*, multiple copies of the grade 11 addendum, and tools for organizing the distribution and return of materials. The second shipment will include pre-identified student answer documents and/or preprinted student barcode labels, as well as preprinted *District, School, and Teacher Identification Sheets*.

Once the materials arrive in districts, District MI-Access Coordinators will need to (1) consult the cover letter that accompanies each shipment to determine which materials are enclosed, and (2) use the *2007/2008 MI-Access Coordinator and Assessment Administrator Manual* and the *School Distribution/Inventory Sheets* to determine which materials to distribute to schools.

D. District-Printed Labels

If districts do not complete the Pre-ID process for grade 11 students by January 21, they **MUST** print their own labels from the MI-Access Test Cycle in the OEAA Secure Site and secure them to the student answer documents provided by the MI-Access contractor. Districts will be charged \$5 for every answer document that



is returned to the MI-Access contractor (1) without preprinted information, (2) without a Pre-ID label, or (3) with an incorrect label. This charge is needed to cover the costs associated with researching which student the answer document belongs to and tracking the demographic information necessary to make sure the student is counted as "assessed" for Adequate Yearly Progress (AYP) purposes. To learn more about printing labels locally, see pages 10 and 11 in the 2007/2008 manual.

E. 2007/2008 Pre-ID

When District MI-Access Coordinators pre-identify students for MI-Access, they **MUST** be sure the student has a current Individualized Education Plan (IEP). Only students with IEPs are eligible to take MI-Access.

F. Student Answer Documents

The only change made to student answer documents since fall 2007 is that the bubble in Section 4 that was labeled "student unethical practice" will now be labeled "student prohibited behavior." This change was made to reflect the OEAA's desire to focus on the student's behavior instead of on his or her moral character or intent to violate a provision of the document called *Professional Assessment and Accountability Practices for Educators*.

G. Tactile Graphics

This spring, for the first time, the state will provide picture cards with tactile graphics. These cards are intended for students with visual impairment (1) who are taking the MI-Access Participation and Supported Independence ELA and/or Mathematics Assessments, and (2) whose IEPs indicate such accommodations are appropriate and necessary. Counts for tactile graphics must be entered and submitted in the MI-Access Online System. If ordered, the contractor will provide one set of tactile graphics for the Participation ELA and Mathematics Assessments and a separate set for the Supported Independence ELA and Mathematics Assessments. (Tactile graphics will **NOT** be provided for the science assessments.) The picture cards with tactile graphics **MUST** be returned to the MI-Access contractor along with all other assessment materials (except manuals and rulers) after assessment administration is complete.

H. "Do Not Read Aloud" Items

While readers are a standard accommodation on the MI-Access assessments, there are some questions where reading the item stem, answer choices, and/or keys aloud would give the answer away. Instead of including "Do Not Read Aloud" tables in the manual and addendum as has been done in the past, the tables are now included in the front of every assessment booklet. Assessment administrators need to review these tables **BEFORE** administering the assessments, and mark those items in their copies of the assessment booklet so they are not read aloud during assessment administration. They should also be sure to read the "General Directions" section of Appendix B in the 2007/2008 manual as it includes additional information about the types of items that must not be read aloud.



I. Returning Assessment Materials

All MI-Access grade 11 assessment materials MUST be shipped back to the MI-Access contractor no later than April 7, 2008. There will be a \$75 processing charge for every answer document that is shipped to the MI-Access contractor AFTER that date. The fee is necessary to cover the costs associated with processing late documents in time to meet reporting requirements.

IMPORTANT SPRING 2008 MI-ACCESS DATES	
Assessment Materials Shipped	Week of January 29*
MI-Access Webcast	February 6
Assessment Window	February 18 - March 28
Assessment Materials Return Date	Ship to Questar no later than April 7
<i>*Dates will vary depending on when counts were entered and submitted in the MI-Access Online System.</i>	