

CONTENTS

Table of Contents

I. GENERAL INFORMATION.....	6
MI-Access Assessments.....	6
<i>Students Assessed</i>	<i>6</i>
<i>Content Areas Assessed.....</i>	<i>6</i>
<i>Assessment Administrators.....</i>	<i>7</i>
<i>MI-Access Assessment Windows</i>	<i>8</i>
<i>Ordering Assessment Materials</i>	<i>8</i>
<i>Preprinted Student Answer Documents and Pre-ID Student Barcode Labels.....</i>	<i>10</i>
<i>Ethical Assessment Administration</i>	<i>11</i>
<i>Security Compliance Forms</i>	<i>12</i>
Assessment Accommodations.....	12
<i>Assessment Accommodations for Participation and Supported Independence</i>	<i>13</i>
<i>Assessment Accommodations for Functional Independence.....</i>	<i>15</i>
<i>Assessment Accommodation Decisions</i>	<i>18</i>
<i>Assessment Accommodation Summary Table</i>	<i>18</i>
<i>Accommodations Providers.....</i>	<i>18</i>
<i>Proctors</i>	<i>19</i>
Contacts and Materials.....	19
<i>Contact Information</i>	<i>19</i>
<i>MI-Access Assessment Materials</i>	<i>20</i>
Assessment Materials Graphic.....	21-24
II. District Coordinator.....	25
<i>District MI-Access Coordinator Quick List.....</i>	<i>25</i>
<i>Introduction.....</i>	<i>26</i>
<i>Before.....</i>	<i>27</i>
<i>Receiving Assessment Materials</i>	<i>27</i>
<i>Inventoring Materials.....</i>	<i>29</i>
<i>Ordering Missing and Additional Materials.....</i>	<i>29</i>
<i>Completing Security Compliance Forms</i>	<i>29</i>
<i>Entering Information on the District Identification Sheet</i>	<i>29</i>
<i>District ID Sheet-Front.....</i>	<i>30</i>
<i>District ID Sheet-Back</i>	<i>31</i>
<i>Checking Pre-ID Rosters and Affixing Pre-ID Labels.....</i>	<i>32</i>
<i>Determining Research Codes.....</i>	<i>32</i>
<i>Matching Student Assessment Booklets with Student Answer Documents</i>	<i>32</i>
<i>Preparing Materials for Distribution</i>	<i>34</i>
<i>Obtaining Reference Materials</i>	<i>36</i>
<i>Establishing an Internal District Return Date</i>	<i>36</i>
<i>Informing Others about "The Ethics Document".....</i>	<i>37</i>

CONTENTS

<i>Distributing Assessment Materials to Schools</i>	37
During	37
After	37
<i>Inventoring Returned Materials</i>	37
<i>Completing the District Identification Sheet</i>	38
<i>Checking Teacher Identification Sheets and Teacher Return Envelopes</i>	38
<i>Preparing Materials for Shipment</i>	38
<i>Shipping Materials to the MI-Access Contractor</i>	39
<i>Completing the MI-Access Online Survey</i>	40
<i>Checking Tested Rosters</i>	40
III. School Coordinator	41
<i>School MI-Access Coordinator Quick List</i>	41
Introduction	42
Before	43
<i>Receiving Assessment Materials</i>	43
<i>Completing Security Compliance Forms</i>	44
<i>Inventoring Materials</i>	44
<i>Entering Information on the School Identification Sheet</i>	44
School ID Sheet-Front	45
School ID Sheet-Back	46
<i>Affixing Pre-ID Student Barcode Labels</i>	47
<i>Matching Student Assessment Booklets with Student Answer Documents</i>	47
<i>Preparing Materials for Distribution</i>	48
<i>Using Research Codes</i>	49
<i>Establishing an Internal School Return Date</i>	49
<i>Distributing Materials</i>	49
<i>Collecting Completed Security Compliance Forms</i>	50
During	50
After	50
<i>Inventoring Returned Materials</i>	50
<i>Checking Teacher Return Envelopes</i>	50
<i>Completing the School Identification Sheet</i>	51
<i>Returning Materials to the District MI-Access Coordinator</i>	51
<i>Completing the MI-Access Online Survey</i>	51
IV. Assessment Administrator: Participation and Supported Independence	52
<i>Participation and Supported Independence Assessment Administrator Quick List</i>	52
About the Assessments	53
<i>Students Assessed</i>	53
<i>Assessment Administrators</i>	53
<i>Content Areas Assessed</i>	53

CONTENTS

Administering P/SI Selected-Response Items	54
Administering P/SI Activity-Based Observation Items	56
Using the P/SI Scoring Rubrics for Selected-Response and Activity-Based Observation Items.....	58
Preparing for Administration	59
The Administration Process and Assessment Materials	61
Before.....	61
Receiving Assessment Materials	61
Completing Security Compliance Forms	62
Distributing and Returning Security Compliance Forms.....	63
Inventorying Assessment Materials.....	63
Identifying Assessment Administrators.....	63
Understanding the Assessment Design.....	63
Reviewing Booklets, Picture Cards, and Scoring Rubrics.....	63
Preparing for Assessment Administration	63
During.....	64
After	65
Completing the Student Answer Document	65
Completing the Teacher Identification Sheet and Teacher Return Envelope	66
Returning Materials to the School MI-Access Coordinator.....	67
Completing the MI-Access Online Survey.....	67
Student Answer Documents-Front	68
Student Answer Documents-Back	69
Teacher ID Sheet and Teacher Return Envelope.....	70
V. Assessment Administrator: Functional Independence.	71
Functional Independence Assessment Administrator Quick List.....	71
About the Assessments	72
Students Assessed	72
Assessment Administrators.....	72
Content Areas Assessed.....	72
The Administration Process and Assessment Materials	75
Before.....	75
Receiving Assessment Materials	75
Completing Security Compliance Forms	77
Distributing and Returning Security Compliance Forms.....	77
Inventorying Assessment Materials.....	77
Preparing for Assessment Administration	77
During.....	79
Directions and Scripts	79
Directions and Scripts for Administering ELA Accessing Print—Word Recognition	79
Directions and Scripts for Administering ELA Accessing Print—Text Comprehension	81
Directions and Scripts for Administering ELA —Expressing Ideas.....	82
Directions and Scripts for Administering Mathematics	85

CONTENTS

<i>Directions and Scripts for Administering Science</i>	86
After	87
<i>Completing the Student Answer Document</i>	87
<i>Completing the Teacher Identification Sheet and Teacher Return Envelope</i>	88
<i>Returning Materials to the School MI-Access Coordinator</i>	89
<i>Completing the MI-Access Online Survey</i>	89
Student Answer Documents-Front	90
Student Answer Documents-Back	91
Teacher ID Sheet and Teacher Return Envelope	92

APPENDICES

Appendix A: Audio CD Versions of the MI-Access Functional Independence Assessments	93
Appendix B: General Directions for "Do Not Read Aloud" Items	94
Appendix C: Assessment Accommodation Summary Table	96
Appendix D: Presentation Methods for English Language Arts Items Using Words Paired with Pictures	103
Appendix E: Participation Scoring Rubric Flow Chart	106
Appendix F: Supported Independence Scoring Rubric Flow Chart	107
Appendix G: Participation Scoring Rubric Score Point and Condition Code Definitions	108
Appendix H: Supported Independence Scoring Rubric Score Point and Condition Code Definitions	112
Appendix I: Passage Readability: English Language Arts Accessing Print— Text Comprehension	115
Appendix J: English Language Arts Expressing Ideas Scoring Rubric	117