



Functional Independence Coordinator and Assessment Administrator Manual Grade 11 Addendum

English Language Arts and Mathematics

Spring 2007 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 Functional Independence grade 11 assessment materials and/or administration procedures since last fall when the *2006/2007 MI-Access Functional Independence Coordinator and Assessment Administrator Manual* was published. **Please refer to the full manual first for detailed information on how to administer the assessments and distribute, use, and return assessment materials; then, check this addendum for important updates or changes.**

I. GENERAL INFORMATION

The MI-Access Functional Independence grade 11 assessments will be administered from February 19 through April 6, 2007. It is important to complete the assessments on or before April 6 to allow scanning and scoring to take place and reports to be returned in a timely manner.

Spring 2007 Functional Independence Assessment Window
Grade 11 February 19 - April 6

During that window, the MI-Access Participation and Supported Independence Version 1.5 (P/SI v1.5) English Language Arts and Mathematics assessments will also be administered to students in grades 3 through 8 and 11, and the MI-Access Participation, Supported Independence, and Functional Independence Science pilot assessments will be administered to students in grades 5, 8, and 11 (although the science window starts eight days later). Separate manuals have been produced for these assessments and should be consulted for detailed information on how to administer them.

In fall 2006, a manual was also produced for the MI-Access Functional Independence English Language Arts and Mathematics assessments (grades 3 through 8 and 11). It provided detailed information on how to administer the assessments, as well as how to distribute, use, and return the assessment materials. The purpose of this addendum is **only** to describe changes that have been made to the MI-Access Functional Independence grade 11 assessment materials and/or administration procedures since the original manual was published. For all other information regarding how to administer the Functional Independence assessments, please refer to the full manual.



II. CHANGES FROM FALL 2006

While the *2006/2007 MI-Access Functional Independence 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 5 of the original manual to obtain answers.

A. Shipment of Materials

At press time, BETA/TASA, the MI-Access contractor, was planning to ship the MI-Access Functional Independence grade 11 assessment materials and the P/SI v1.5 assessment materials together. If, for some reason, the materials are shipped separately, the contractor will provide all necessary shipment information to districts via other communication channels.

Regardless of how the materials arrive, District MI-Access Coordinators need to (1) consult the cover letters that accompany the assessment materials to determine what materials are contained in each shipment; and (2) use the *2006/2007 MI-Access Functional Independence Coordinator and Assessment Administrator Manual*, the *Spring 2007 Participation and Supported Independence v1.5 Coordinator and Assessment Administrator Manual*, and the *School Distribution/Inventory Sheets* (included with each shipment) to determine which materials to distribute to schools.

B. District-Printed Labels

In the past, districts were given three options for providing student demographic information: They could (1) Pre-ID students in the OEAA Secure Site (www.mi.gov/oeaa-secure), which resulted in the shipment of preprinted student answer documents and/or preprinted student barcode labels, (2) locally print their own labels through the OEAA Secure Site, or (3) have assessment administrators bubble in information on the student answer documents. This spring, however, all student demographic bubbles have been removed from the student answer documents; therefore, districts **MUST** print their own labels from the OEAA Secure Site if they do not complete the Pre-ID process by the given deadline (January 6th for the spring 2007 MI-Access Test Cycle). **If student answer documents arrive at the MI-Access contractor without preprinted information or labels, they will NOT be scored.**

When districts print labels locally from the OEAA Secure Site, they must

- print them from the MI-Access Test Cycle, so that MI-Access labels are printed, NOT Michigan Educational Assessment Program (MEAP) labels;
- use 1" x 4" adhesive labels (NO paper with glue, paste, staples, or tape); and
- use a laser printer whenever possible (since the scanning equipment may not pick up ink from ink jet printers).



C. Student Answer Documents

Because all bubbles have been removed from the student answer documents, assessment administrators will no longer have to bubble in student names or provide information on birth dates, state Unique Identification Codes, student identification numbers, or ethnicity. This information will now be pulled from the OEAA Secure Site and the state's Single Record Student Database (SRSD).

D. Mathematics "Do Not Read Aloud" Items

While readers are allowed as an accommodation on the MI-Access Functional Independence assessments, there are some mathematics questions where reading the item stem, answer choices, and/or keys aloud would give the answer away. The table below includes a list of grade 11 mathematics items that CANNOT be read aloud. Assessment administrators should review this table prior to administering the mathematics assessments and note these items in their copies of the student assessment booklet. They should also re-read the "General Directions" section of Appendix B in the original manual; it includes additional information about the types of mathematics items that must not be read aloud.

GRADE 11 MATHEMATICS ANSWER CHOICES/QUESTIONS (ITEM STEMS) THAT CANNOT BE READ ALOUD		
FORM #	ITEM #	DON'T READ...
M111	4	Numbers in item stem and answer choices
	9	The thermometer
	17,28	Answer choices
	29	Item stem and answer choices
M112	4	Numbers in item stem or answer choices
	9	The thermometer
	29	Item stem and answer choices
M113	4	Numbers in item stem or answer choices
	9	The thermometer
	17,28	Answer choices
	29,33	Item stem and answer choices
M114	4	Numbers in item stem or answer choices
	9	The thermometer
	17,28	Answer choices
	29	Item stem and answer choices
M115	4	Numbers in item stem and answer choices
	9	The thermometer
	16,17	The clocks
	29	Item stem and answer choices



E. Returning Assessment Materials

The MI-Access Functional Independence grade 11 assessment materials AND the P/SI v1.5 assessment materials MUST be returned together. That means that both types of materials should be

- recorded by assessment administrators on the same *Teacher Identification Sheet*,
- returned in the same *Teacher Return Envelope*,
- recorded by School MI-Access Coordinators on the same *School Identification Sheet*,
- recorded by District MI-Access Coordinators on the same *District Identification Sheet*, and
- returned to the MI-Access contractor in the same shipping boxes (with fluorescent yellow labels).

This may cause some confusion since not all the return procedures are identical for the different assessments. For example, the P/SI v1.5 mathematics assessments do not require the use of rulers, whereas the Functional Independence mathematics assessments do. Therefore, those who are administering only the P/SI v1.5 assessments may be confused by the notation in the P/SI v1.5 manual that "rulers do not have to be returned." The Michigan Department of Education (MDE) has made every effort to make this as clear as possible, but coordinators should anticipate questions on this and other related topics.

F. MI-Access Science Pilot

As mentioned in the "General Information" section of this addendum, students in grades 5, 8, and 11 will be administered the Participation, Supported Independence, and Functional Independence Science pilot assessments during the same assessment window (although the pilot window opens a bit later). Keep in mind that the science assessment materials will be shipped to districts separately and MUST be returned separately (in the boxes in which they were originally shipped). To help differentiate the shipments, the contractor has made the shipping and return materials different colors: The science *Teacher Return Envelopes* are green (instead of gold), the science *Return of Materials Packet* is green (instead of yellow), and the labels on the original science shipping boxes are fluorescent pink (instead of fluorescent yellow).

IMPORTANT MI-ACCESS DATES Functional Independence, Supported Independence, and Participation (English Language Arts and Mathematics)	
Assessment Materials Shipped	Week of January 29
MI-Access Live Webcast	February 14
Assessment Window	February 19 - April 6
Assessment Materials Return Date	Ship to BETA/TASA no later than April 16