

The Assist

Helping Students Access and Make Progress in the General Curriculum

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Ethical Administration Practices

The goal of MI-Access is to accurately measure what students with disabilities know and are able to do in specific grades. In order to achieve that goal and ensure equity for all students, the MI-Access assessments must be administered in as standardized a manner as possible.

As noted in the *MI-Access 2006/2007 Functional Independence Coordinator and Assessment Administrator Manual*, district and school staff can assist with standardized, ethical administration by (1) maintaining the security of ALL assessment materials, (2) administering the assessments in a manner consistent with established assessment procedures, (3) establishing assessment conditions that prevent opportunities for students to engage in irregular behaviors, (4) reviewing student information on completed scan documents, and (5) following the communication procedures established for asking and answering questions.

In August 2005, the Michigan State Board of Education (SBE) approved a document called *Professional Assessment and Accountability Practices for Educators* (or “the ethics document”) to help schools and districts meet the goal of ethical, standardized assessment administration. The document was developed by the Office of Educational Assessment and Accountability (OEAA) using professional guidelines outlining best practices in assessment. The ethics document has sections describing (1) the roles and responsibilities of those involved with assessment administration, (2) general issues of security and preparation, and (3) what to do if an irregularity or unethical practice is suspected. In addition, it includes flow charts that depict the investigation process and a glossary that defines commonly used terms. Everyone involved with the Michigan Educational Assessment System (MEAS) should read this document and understand the “ground rules” by which all state assessments should be administered. The ethics document is available at www.mi.gov/oeaa and at www.mi.gov/mi-access.

If irregularities are discovered during assessment administration, it is best to follow the procedures outlined in the *Professional Assessment and Accountability Practices for Educators*, including calling the OEAA toll free number at 1-877-560-8378 to talk with someone. The situation can sometimes be remedied or Emergency Tests may need to be ordered and administered (at a cost to the district of \$50 per student per subject) to prevent the school from failing to make AYP as a result of having invalid scores. The expense of emergency tests and the time required to re-administer the assessment are two good reasons for having high quality, thorough training and careful monitoring of assessment administrators and proctors. The figure below shows the OEAA staff person with whom districts should talk (as well as their direct phone number) when an unethical practice occurs. The contact will vary depending on the type of assessment that was being administered.

Figure 1

OEA Contact for Unethical Practices					
MEAP	MME	MI-Access	ELPA	Education YES! NCLB	OEA
Sue Peterman petermans @mi.gov 517-335-1394	Pat King kingpat @mi.gov 517-335-6780	Peggy Dutcher dutcherp @mi.gov 517-241-4416	Marilyn Roberts robersm @mi.gov 517-335-0567	Paul Bielawski bielawp @mi.gov 517-335-5784	Edward Roerber roebere @mi.gov 517-373-0048 or Marilyn Roberts robersm @mi.gov 517-335-0567