

Spring 2015 Summative Assessments  
Division of Accountability Services (DAS)  
**Online Waiver Request**

In Spring 2015, online testing will be available to all schools for the grades 3 – 8 and 11 summative assessments. MI-Access Supported Independence and Participation will be entered online by the proctor. If a school is not technology ready to administer the summative assessments online, then the *district* must submit an Online Waiver Request for the school. **The waiver request can only be submitted by a district administrator level user of the Secure Site.** If you need help with identifying who the district administrator level user is, check with your district assessment coordinator for assistance.

An Online Waiver Request does not need to be submitted if the majority of the students will be taking the online assessment but some students will require paper and pencil due to accommodations or religious reasons.

To submit, view, update, or check the status of an Online Waiver Request:

1. Select Online Waiver from the Pre-ID Functions menu at the top.

Online Waiver Search

Select Your Search Criteria...

Test Cycle\*  
Spring 2015 Summative

District  
Select a District

ISD  
Select an ISD

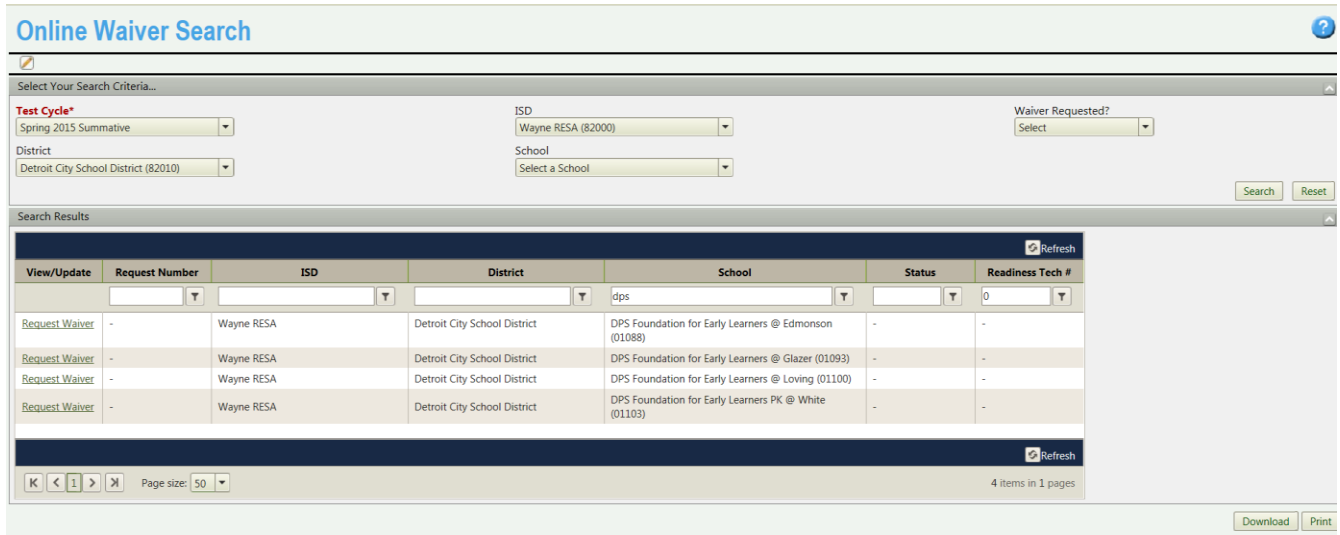
School  
Select a School

Waiver Requested?  
Select

Search

2. Select the Test Cycle from the drop down menu.
  - a. If the school is unable to administer the online assessment to students for the general summative and for the MI-Access Functional Independence, a separate request must be submitted for each.
  - b. Do not assume you are unable to administer the MI-Access Functional Independence assessment since if you are unable to administer the general summative assessment online. The student's taking the MI-Access Functional Independence assessment is a much small population compared to the general summative assessments.
  - c. Schools do NOT have the option to submit a waiver for MI-Access Supported Independence or Participation since this is entered by the teacher and not the student.
3. Select the ISD from the drop down (this may already be populated if you have access to only one ISD)
4. Select the District from the drop down (this may already be populated if you have access to only one district)
5. Leave the School field at "Select a School" to bring up a list of all school buildings in the district. Select the School from the drop down if you want to bring up a specific school.

6. In the “Waiver Requested?” field;
  - a. Leave at the defaulted “Select” to bring back all schools in the district regardless of a waiver being submitted or not.
  - b. Select “Yes” to bring up only schools that have a waiver submitted.
  - c. Select “No” to bring up only schools that do not have a waiver submitted.



The **Tech Readiness** number is the result of the of the MTRAx data entered at <http://mtrax.org/> by districts. MTRAx is used to gauge the technology readiness of Michigan schools to deliver online assessments. The Tech Readiness score ranges from 0 – 10 with 10 being the most tech ready. A dash (-) indicates that there is no MTRAx data available for the school.

To submit or view a Waiver Request:

1. Click the “Request Waiver” link from the View/Update column to the far left of the grid for the school.
  - a. The “Request Waiver” link name will change to “View Waiver” or “Update waiver,” depending on the review status, once a waiver has been submitted.
  - b. Only a district administrator level user can submit a waiver request and update a waiver if it is in the “Open” or “Additional Info Requested” status.
    - i. Any level user can view the Online Waiver Request page. If there is a dash (-) under the View/Update column this means that no waiver has been submitted yet for you to view. Once a waiver has been submitted, the “View Waiver” link will appear under the View/Update column.
  - c. A request cannot be made at a district level and must be made for each school that will be unable to test online.
2. Select the most appropriate reason for requesting the waiver for online testing from the “Request Reason\*” drop-down menu.
3. A detailed explanation for the online waiver request is required to be provided in the “Reason for Requesting Waiver\*” text box.

4. Attachments can be attached to the waiver request by clicking on the “Select” button below the “reason for Requesting Waiver\*” text box. Attachments are NOT required but may be helpful.
5. Once you have completed the request, click on the “Submit” button at the bottom right.
6. You will receive a message “Your Online Testing Waiver request has been successfully submitted.” Click the OK button to continue.

### Online Waiver Request

Enter and Save Online Waiver Details

ISD <input type="text"/>	District <input type="text"/>	School <input type="text"/>
Test Cycle <input type="text" value="Spring 2015 Summative"/>	Request ID <input type="text"/>	Tech Readiness Survey Score: <div style="font-size: 24pt; font-weight: bold; text-align: center;">9</div>
Requestor Name <input type="text"/>	Email <input type="text"/>	As of date: 09/29/2014 <div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">0</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">1</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">2</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">3</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">4</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">5</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">6</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">7</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">8</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">9</div> <div style="border: 1px solid black; padding: 2px;">10</div> </div> <div style="display: flex; justify-content: space-between; width: 100%; font-size: 8pt;"> <span>not ready</span> <span>ready</span> </div>
<b>Request Reason*</b> <input type="text" value="Select a Request Reason"/>	Status <input type="text"/>	
<b>Reason for Requesting Waiver*</b> <div style="border: 1px solid gray; height: 60px; width: 100%;"></div>		
Attach documents to support the Appeal (Allowed extensions are: .doc, .docx, .xls, .xlsx, .csv, .txt, .pdf)		
<input type="text"/> <input type="button" value="Select"/>		

**Note:** The grade 11 college entrance and work skills assessments will not be available online and will only be administered by paper and pencil.