

STEP BY STEP INSTRUCTIONS FOR GRADES 4 - 10

STEP 1: PRINT OUT the assessment for your students

- ☐ Print the version of the assessment you would like to use in your classroom. All printable documents can be found in the following linked [folder](#).
- ☐ Choose the assessment that matches your class' grade. Ex. Grade 6 students write the Grade 6 MIPI which assesses Grade 5 outcomes.
- ☐ You can have students write the assessment for a different grade level if they are working below grade level.

STEP 2: ADMINISTER the Assessment

- ☐ Choose a Class Code (A, B, C, D, E, F, G, H) for your class. *If you have more than one class per grade, please assign a different letter to each participating class.*
- ☐ Engage students in a conversation around the purpose of the assessment. The following message might be helpful. "The purpose of this assessment is to help me know what you know and what you don't know so I know what support you need in order to move forward. Don't randomly guess at questions. If you guess and happen to get it right, I won't know you need help. I want you to try every question. Showing your thinking in the booklet will help me understand how you solved the questions and where you might need help."
- ☐ Give a printed copy of the assessment and the Class Code to students.
- ☐ Note: You may read the assessment out loud to students, if you wish.

STEP 3: STUDENTS ENTER their Assessment data into a Google Form

- ☐ Students enter their answers into the Google form, using the appropriate link listed in the table below. **Do not make a copy of the google forms!**
- ☐ In the form, one of the questions says "Unless told otherwise, please select September."
 - ☐ If your students are writing the MIPI for their grade level (ex. grade 5 student is writing the grade 5 MIPI)
 - ☐ AND it's the first time they are writing it this school year, tell them to choose 'September'. (Even if it is October) This is what most teachers will ask students to do.
 - ☐ BUT it's the second time they are writing it this school year, tell them to choose 'Other'. *Their results will not affect the division results.*
 - ☐ If your student is writing the MIPI for a DIFFERENT grade level (ex. grade 9 student is writing the grade 5 MIPI) at any point in the year, have them choose 'Other'. (Even if it is September) *Their results will not affect the division results.*
- ☐ Students will be required to enter their name, school, and class code (A, B, C, D, E, F, G or H). *Class codes are determined at the school level. If you have more than one class per grade, please assign a different letter to each participating class.*

ENGLISH FORMS

Grade 4: rebrand.ly/mipi4	Grade 8: rebrand.ly/mipi8
Grade 5: rebrand.ly/mipi5	Grade 9: rebrand.ly/mipi9
Grade 6: rebrand.ly/mipi6	Grade 10: rebrand.ly/mipi10
Grade 7: rebrand.ly/mipi7	Grade 10-3: rebrand.ly/mipi103

FRENCH FORMS

Grade 4: rebrand.ly/mipi4fi	Grade 8: rebrand.ly/mipi8fi
Grade 5: rebrand.ly/mipi5fi	Grade 9: rebrand.ly/mipi9fi
Grade 6: rebrand.ly/mipi6fi	Grade 10: rebrand.ly/mipi10fi
Grade 7: rebrand.ly/mipi7fi	

STEP 4: ANALYZE the data

- ❑ Data is automatically analyzed as soon as students enter their answers into the google form. You do not need to wait until all students have completed the assessment to explore your data.
- ❑ Follow this link (link coming soon) to find your results. Change the school name.
 - ❑ Bookmark this link to make it easier to find. This link can also be found in ‘Staff Connect’
⇒ Curriculum & Assessment ⇒ Assessment ⇒ [CESD Numeracy and Literacy Analysis Document](#) ⇒ Choose your School ⇒ Click the link for your grade under ‘Numeracy Assessments’.

Best Practice Recommendations

- ❑ Our recommended assessment time is the first 5 weeks of the school year. This allows opportunities for teachers to adjust plans to meet the differentiated needs of their class or students. (Please ensure that all students in grades 2-10 have completed the MIPI assessment by September 22nd.)
- ❑ Students typically complete the full Grade 3 - 10 assessment between 45 - 60 minutes.
- ❑ The assessments are designed to be completed *without a calculator*.
- ❑ Students *may use manipulatives*.
- ❑ Teachers are encouraged to follow their own classroom assessment practices and routines.
- ❑ Students are encouraged to write their work on the printed version of the exam.
- ❑ We recommend that students complete the paper assessment first, then input their results into the Google form.

How can I get support with the MIPI?

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