

# Step-by-Step Guide

## MIPI Administration 2019-2020

- **MIPI testing is optional for classes in grade 2-10**
- **Contact Cammie or Cathy if you would like help setting up or scoring your MIPI test**

### STEP 1: Review Support Materials

- ☐ Review the [MIPI Site](#): It contains the Implementation Guide and other supporting documents and videos.
  - ☐ Contacts for implementation support and technical support are on the website.
  - ☐ Do not use any MIPI forms or spreadsheets from previous years in your Google Drive (eg. don't just change the date on the form you used last year); you can use the version of the MIPI test that you find at <http://bit.ly/prsd8mipi> , even if it is not the current school year - we post the most recent version we have access to
  - ☐ The MIPI has been designed to reflect selected learning outcomes from the previous grade based on the Alberta Program of Studies. (ie. the grade 6 MIPI is based on grade 5 curriculum)
  - ☐ The MIPI is one of many tools teachers use to assist with planning for and implementing interventions to support individual students.
  - ☐ The MIPI is intended to be completed without calculators and has been designed accordingly. School administrators have the choice to allow students to use calculators.
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### STEP 2: Plan Implementation

- ☐ Determine students in your school who will be exempt (based on PAT guidelines for exemptions) and record their name and rationale. This information will be shared with your Assistant Superintendent.
  - ☐ For students you suspect are not working at grade level, determine the grade level of assessment based on the Grade Level of Programming (GLP) from the previous year.
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### STEP 3: Choose Paper or Digital

- ☐ Decide if you wish to administer the MIPI in digital or paper format.
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**If you choose the digital version (Google forms), select a school administrator (Principal or other staff member) to follow these steps:**

### STEP 3a: Digital Implementation

- ☐ Create a school schedule to allow for use of technology to administer the MIPI.
- ☐ Ensure someone at the school has expertise with Google Apps (specifically Google Forms).
- ☐ Go to the MIPI site and select each grade level to administer in your school. (Refer to [videos](#) on the MIPI site for more details)
- ☐ Select the grade level you wish to create the MIPI for and click **"Make a Copy"** when prompted. This will then create a copy of the form automatically. When the copy is created, use the same naming convention provided, but remove the " Copy of" from the start of the document name

and add your school's name. Be sure to rename on the "Title" space and also in the top left corner of the page (beside the arrow)

- ☐ Review the Best Practices Section and Video tutorials on the MIPI Site.
  - ☐ If your school has more than one class in a specific grade: Assign "Class codes" to differentiate between the classes within your school. Class codes range between (A-H). When students start the form, the second question asks students to identify which "Class Code" they are in. This will help schools when performing further data analysis. If you only have one class of a grade, just use the first Class Code option which is "A".
  - ☐ Once all grade level MIPI Forms have been added to your Google drive, share links with teaching staff accordingly. Refer to Possible Best Practices section on the MIPI site for suggestions.
  - ☐ Before students write the MIPI, have one staff member write the MIPI and input all the correct answers using the answer key located on the website. Refer to the Best Practices video for more details. You may want to use Class Code "H" to identify the Answer Key
  - ☐ Have students write the MIPI before the end of September
  - ☐ At the end of the MIPI, students will be asked if they want to send a copy of this form to themselves, they can select NO to this prompt.
  - ☐ Once students press Send, the data will be compiled by Google into the spreadsheet accessed by the person selected to do this work.
  - ☐ (Create the Spreadsheet by clicking on the Responses tab at the top of the teacher version of the form, then clicking the little green icon - this creates a spreadsheet in the same folder as the form is located)
    - ☐ In the spreadsheet, click the "Share" button at the top left and share with
      - ☐ School principal
      - ☐ [reaganweeks@prrd8.ca](mailto:reaganweeks@prrd8.ca)
      - ☐ [cathyhynes@prrd8.ca](mailto:cathyhynes@prrd8.ca)
      - ☐ [cammiekannekins@prrd8.ca](mailto:cammiekannekins@prrd8.ca)
  - ☐ In the spreadsheet, select the Add-ons tab in order to add Flubaroo to the add-ons. Refer to the Best Practices video for more details.
  - ☐ Once Flubaroo has been added, follow the directions to have Flubaroo mark the results in the spreadsheet Refer to videos on site.
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**If you choose paper (pdf) format, follow these steps:**

**STEP 3b:  
Paper  
Implementation**

- ☐ Go to the share site and select and print the grade levels required.
  - ☐ Print enough copies for students and supply to teachers.
  - ☐ Teachers must mark the paper copies and provide the principal with results.
  - ☐ Answer keys can be located on the MIPI site at the "MIPI Answer Keys - All grades" button
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**STEP 4:  
Report  
Results**

- ☐ Once the students have completed the MIPI and it has been assessed all schools are responsible to submit results by sharing with the principal, Reagan, Cammie and Cathy as identified above. Feel free to share the spreadsheet data with others such as your ILT.

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- ❑ Conversations around resulting data from MIPI will occur during catchment and leadership meetings.

**STEP 5:  
Act on  
Results**

- ❑ **N.B. Students who score below 60% on any MIPI MAY require to be included in a school math intervention plan. It is a school's discretion that students who achieve between 60% - 80% may also be included in an intervention plan. You will be asked by your Assistant Superintendent about your strategies for intervention and the success of the intervention.**