TO: Alternate Assessment Test Coordinators  
FROM: Audra Ahumada, Director of Alternate Assessment  
DATE: January 23, 2017

**ALERT: Alternate Assessment Next Steps**

**AIMS A Science**
Students identified in the Student Selector Application will be uploaded into AIMS A Science.

Alternate Assessment Test Coordinators should have completed their required training as well as ensuring all test administrators for AIMS A Science have been trained prior the AIMS A Science test window opening (February 15, 2017).

AIMS A Science Performance Task Materials will be delivered beginning February 1 through February 13, 2017. Once you receive your test materials, please inventory and distribute. If you have any discrepancies contact our office immediately. Please retain the postage paid return label!

If you need to add a student that was not selected in the Student Selector Application, you will need to contact our office at AssessingSWDs@azed.gov so we can track the addition of newly added students. In regards to students that **were selected** and now need to be reassigned to a different TA or school within your district/charter: when the testing window opens for AIMS A Science, you will be able move or add students once our office has been notified and if all student records have correctly synced in AzEDs. If you need to delete a student that has withdrawn from your district you must first submit an incident report before deleting any student(s).

**MSAA**
Students, Test Coordinators and Test Administrators identified in the Student Selector Application will be uploaded into the MSAA system by February 1. An email from the MSAA Service Center will be sent to all users. Once the email is received it is important that the user activate their account and change their password.

It is critically important that **no students** are added directly into the MSAA System by TCs nor TAs. Also, for our State, **no classrooms** should be created by TCs or TAs. Please contact our office and we will verify and add any additional students. ADE will also be able to add users, change user access at the school level, and reset passwords if needed. If you have a question, do not hesitate to contact our office.
The MSAA Training Modules and Final Quiz will open March 13. All Test Administrators must pass this final quiz with 80% accuracy in order to be granted access to the test. If you are a TC who is also going to administer the MSAA then you must also complete the TA modules and pass the final quiz. There is not a final quiz for the Test Coordinator Modules.

**Test Windows**
- **AIMS A Science** test window: February 15 through March 31, 2017
- **MSAA** test window: March 27, 2017 through May 12, 2017