TO: Alternate Assessment Test Coordinators

FROM: Audra Ahumada, Deputy Associate Superintendent, Assessment Section

DATE: May 4, 2017

ALERT: MSAA FINAL UPDATE – Preparing for End of Test Administration

The MSAA test window will close on Friday, May 12 at 5:00 p.m. MST!

Many of you have already completed testing eligible students – Congratulations! Next week is the final week for testing. Please read through this notification which contains very important information regarding end of test administration.

- All eligible students should have both an ELA and Mathematics test submitted.
- If a student has been entered twice into the system – Notify the ADE Alternate Assessment Unit immediately so we can remove one of the student’s duplicate records.
- We had asked that you notify us to have students added to MSAA; however, if you added a student without using the State ID, please contact us. We will need to change the ID so that the student data can stay with the student.
- If a student’s test is locked (will say “In Progress” but the TA is not currently administering the test; this can also be viewed in the “Test Status Summary” tab) the TA must contact the MSAA Service Center or the ADE Alternate Assessment Unit to request the test be unlocked. The TA will then complete the test before the test window is closed.

MSAA Deadlines:

- May 9, 2017 will be the last day to request a reassignment of a student’s test. Test reassignment is for students with an incorrect grade association or if a student was administered another student’s test. Please contact the ADE Alternate Assessment Unit immediately if you need a test reassigned.
- May 12, 2017 the MSAA test window will close for all students, there are no extensions.

Review Student Statuses:

It is important for all TCs to verify that all students have completed testing. TCs can use the “Test Status Summary” or “My Students” tabs to get an overview of test status. The “Test Status Summary” displays the overall breakdown for test status. The “My Students” view will provide the status of each student and which TA submitted the student’s tests.
Final Status of All Tests:

All tests must have a final status of one of the following: “Submitted”, “Closed” or “Not Started”

- **“Not Started”:** If a student’s test is not started, but the student has withdrawn or is no longer eligible, contact the Alternate Assessment Unit if you have not yet done so. Please notify the ADE Alternate Assessment Unit by **May 11, 2017** if a student’s tests will remain in the **“Not Started”** status for any other reason if you have not already done so.

- **“Closed”:** The only reason for a closed test is no observable communication. Closed tests will not be reopened. Verify that students with “Closed” tests are students who have no form of communication. Contact the ADE Alternate Assessment Unit with any discrepancies.

- **“Paused”:** If a student’s test is paused and the student is absent on the final day of the test window, the TA or TC must resume the student’s test and click through using the “Next” button until the test is submitted.

Writing Evidence:

If the TA did not upload writing evidence before submitting the ELA test, that evidence will not be included for scoring. Do **NOT** send any writing evidence to the ADE Alternate Assessment Unit or the MSAA Service Center.

Test Security:

TCs must also ensure that all test materials have been deleted or disposed of correctly. This includes test materials (Directions for Test Administration and paper-based tests) that were downloaded or printed. All paper copies must be securely shredded and all electronic materials must be permanently deleted from desktops, flash drives, assistive technology, etc. Test Administration Manuals (TAMs) are not secure documents and do not need to be returned, shredded, or deleted.

MSAA Assessment System

Several messages will display on the MSAA Assessment System homepage indicating system deadlines and a final message that the system is closed. **Remember, all tests must be administered with the student present during school hours (including scribe responses).**

If you have any questions, please contact our office at 602-542-8239 or (AssessingSWDs@azed.gov).