To: Alternate Assessment Test Coordinators

From: Bethany Zimmerman, Director of Alternate Assessment
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ALERT: Alternate Assessment Next Steps

**AIMS A Science**
AIMS A Science is in final data closeout through March 9, 2018. Please remember to:
- Reassign all tuitioned out students to a school in your district
- Return all AIMS A Science Performance Task materials. **New this year:** the return label was e-mailed from FedEx and expires after 30 days. Contact the ADE Alternate Assessment Unit if you need a replacement label.
- Submit an incident report for any students with an incomplete status.

You will be notified soon if you had tests that were opened outside school hours. This notification will include instructions on how to proceed.

**MSAA**
Welcome e-mails with log in credentials were sent on Thursday from the MSAA Service Center. Please notify the ADE Alternate Assessment Unit at AssessingSWDs@azed.gov if you or any test administrators did not receive the e-mail.

Training for MSAA starts today and runs through March 18. Test administrators will not have access to tests until training is complete.

**New this year:** Best practice videos are available under “Resources” at the bottom of the MSAA dashboard. The link takes you to the training page—simply scroll down to access the videos. The videos were designed to provide an applied representation of the information in the TAM and training modules. Topics include test administration, the student response check, and administering the writing prompt at both levels.

Also remember to:
- Notify ADE at AssessingSWDs@azed.gov of any changes to student lists or users (TAs).
  *Do not add any students or TAs; our office adds students and TAs to the system.*
- Even though there is a training on creating classrooms, Arizona’s state-specific policy is to refrain from using the classroom level in MSAA.

Sincerely,

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