



**State of Arizona
Department of Education**

Kathy Hoffman
Superintendent of
Public Instruction

TO: **Alternate Assessment Test Coordinators**
FROM: **Bethany Spangenberg**, Director of Alternate Assessment
DATE: February 26, 2020

****REMINDER****

AIMS A Science closes February 28; and MSAA System Opens March 2

AIMS A Science

The AIMS A Science window is closing on February 28. Please see slide 30 of the training and [pages 22-24 of the manual](#) if you need to document the following for AIMS A Science:

- a) **To document students who have an “incomplete” status:** submit an incident report stating why the student was not tested.
- b) **To document a student who was tested after school hours:** submit an incident report describing the circumstances under which the student was tested outside school hours. The Alternate Assessment Unit will send a notification for students who have after-hours test timestamps, and instructions for documentation. Failure to document after-hours testing may result in test invalidation.

Final Verification for AIMS A Science – March 2-6

After all students have completed testing including those students that are tuitioned-out, go to the Administration Tab-Student list to verify that your students show “complete”. This window is available from March 2 through 6, 2020. Follow the instructions attached. You can always contact us at 602.542.8239 if you have any questions.

Returning Testing materials

Please instruct your TAs to inventory packets and note any discrepancies in materials by attaching a note to the packet. To return the AIMS A Science Performance Task Materials, please utilize the postage paid return label that was emailed to you and include the inventory sheet. All materials should be returned by March 13, 2020.

MSAA does not open until March 2

The MSAA system will open March 2 for the required training for District Test Coordinators (DTCs) and Test Administrators (TAs). An MSAA system-generated email will be sent to DTCs and TAs with their login information to access the training modules. Following training, the actual test window opens on March 16, 2020. Please advise TAs to schedule testing early in the window to avoid complications. Keep in mind that:



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- a) DTCs should not add TAs or students to the MSAA system. Contact the alternate assessment unit for assistance. All changes to student lists other than transfers during the testing window should be requested by March 13.
- b) Training should be completed by March 13 to allow for full access during the testing window; however, the training modules are available through May 1.
- c) MSAA is accessed through its own website and a separate log in is required. User accounts are not retained from previous administrations. Accounts are created based on assignment in the Student Selector Application from the fall registration.
- d) It is strongly recommended that TAs develop a testing calendar and frontload students who may experience difficulties with test completion. Students who are frequently absent, who cannot maintain attention for extended periods of time, who fatigue easily, and who have behaviors that may interfere with their ability to engage with the assessment should be scheduled early in the testing window to ensure sufficient testing opportunities throughout the MSAA window.
- e) DTCs are required to observe at least one MSAA administration. TAs should provide the calendar to the Test Coordinator so that observations may be planned in advance. TCs are advised to observe and track attempts to test students who have been identified for testing difficulties in order to justify any incompletions at the close of the test window. An [MSAA Observation Protocol](#) has been developed to assist with documentation and facilitating conversations between the DTC and TA. Refer to the [State Specific Policy](#) for additional Arizona policies that are not included in the MSAA training.

Test Windows

- **AIMS A Science** test window: February 1 through February 28, 2020
- **MSAA** test window: March 16, 2020 through May 1, 2020