



**State of Arizona
Department of Education**

Kathy Hoffman
Superintendent of
Public Instruction

To: **Alternate Assessment Test Coordinators**

From: **Bethany Zimmerman**, Director of Alternate Assessment

Date: April 23, 2019

ALERT: Final Reminder – MSAA Closing May 3, 2019

Administration

The MSAA testing window will close on May 3, 2019. At this time, only about 65% of MSAA testing throughout the state is complete and over 2500 tests have not been started. Please continue to monitor your students' progress to ensure tests are submitted by the deadline. You must notify the ADE Alternate Assessment Unit if any students on your student list have withdrawn or do not qualify for alternate assessment.

End of Test Instructions

All tests must have Submitted, Closed, or Not Started status. If a student's test is paused, the TA should click through the remaining test items on May 3 and submit so that any student responses can be reported. Only close a test if the student does not have a consistent and reliable means of communication. Do NOT close tests for students who refuse to respond or who have behaviors that interfere with testing. Also, if the test is showing as In Progress and is not currently being administered, contact the Alternate Assessment Unit immediately.

Once tests are in the "submitted" status, there is nothing you need to do. MSAA does not have a final data closeout like AIMS A Science does. The MSAA system will be inaccessible once the testing window closes.

DTAs and paper tests must be securely shredded. All other secure test materials must also be destroyed and electronic materials must be permanently deleted. TAMs are not secure materials and can be retained or recycled.

If you or your Test Administrators need support, you may contact the MSAA Service Center at 866-834-8879 or the ADE Alternate Assessment Unit at 602-542-8239 or AssessingSWDs@azed.gov.

Reporting

The MSAA reporting portal will be open from August 19-September 13. Additional details will be sent in August.



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Training- Professional Development Hours Certificate

Professional Development Hours are available for Test Administrators (TAs) and Test Coordinators (TCs) who have completed the 2019 MSAA training.

Please distribute the attached MSAA Professional Development Hours Certificate to those individuals who completed the MSAA TA and/or TC training modules. There are separate certificates for Test Coordinators and Test Administrators.

Let me know if you have any questions during these last days of administration.

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