



**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: March 10, 2020

****REMINDER****

MSAA Testing Window Opens March 16

The MSAA testing window opens March 16. An MSAA system-generated email has been sent to DTCs and TAs with their login information to access the training modules. Please advise TAs to schedule testing early in the window to avoid complications. Keep in mind that:

- a) DTCs can create TAs accounts and/or correct MSAA TAs accounts in the MSAA system during the training and testing window. Refer to pages 21–23 of the [MSAA Test Coordinator User Guide](#) which is found under the “MSAA Resources” of the MSAA “Dashboard” <https://www.msaaassessment.org/tap-dashboard>
- b) DTCs should **NOT** add 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. Please check your SPED72 report before requesting to add students. Records must be updated in AzEDS before students can be added to the MSAA system.
To add non-transfer students: the Alternate Assessment Test Coordinator must send a letter signed by themselves and the Superintendent/Charter Holder. The letter will include SSIDs of all students to be added, a description of why the students were not identified in the Student Selector Application, and steps the LEA will take to correct the issue. **An explanation stating that the IEP team did not make the determination for eligibility before the close of the Student Selector Application will not be accepted:** *This is a careful decision made by the IEP team that aligns curriculum, instruction, and assessment to plan for the entire school year. The eligibility criteria document does say that the IEP team should include sufficient instructional time before test administration. The student may participate in alternate assessments next year.*
- c) 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. *Certificates for training will be e-mailed to test coordinators mid-April.*
- 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. The responses are submitted to ADE through a Google form: [MSAA Observation Responses Form- AZ 2020](#)
- f) Refer to the [State Specific Policy](#) for additional Arizona policies that are not included in the MSAA training. State Specific Policy information is also presented in a [video](#).

MSAA test window: March 16, 2020 through May 1, 2020