



Alternate **Assessments**

District Test Coordinator Handbook

2025-2026

Alternate Assessment District Test Coordinator Checklist

This form is for your use only; DO NOT return to ADE (Arizona Department of Education).

LEA Name:

DTC (District Test Coordinator) Name:

Dates*	Details
August 4, 2025 – May 8, 2026	Alt ELPA Screener testing window is open.
September 2025	Generate a list of students in Grades K-12 participating in Alternate Assessments. Note students in Grades 3 and 4 who are learning foundational braille. Page 6
October 1 – November 28, 2025	Student Selector Application opens (students must have accurate records in AzEDS) Page 8
October 1, 2025 – January 2, 2026	Update your test administrator list in ADEConnect. Page 10
December 2025 – March 2026	Alt ELPA Summative training is available in the LMS Portal . DTCs must ensure test administrators have completed training. Page 11
November 2025	Submit student information if notified that the LEA exceeded 1% participation in 2025. Page 12
December 2025	Submit Action Plan if the LEA exceeded 1% participation in 2025. Page 15
January 27 - March 14, 2026	Monitor Alt ELPA administration. Page 19
February 2026	MSAA (Multi State Alternate Assessment) training opens and can be found on the MSAA platform . Page 19
March 9 – April 24, 2026	Monitor MSAA administration. Page 21
April 2026	Alt ELPA Summative score reports are available. Page 24
July 2026	Update student data in the Corrections Application Page 22
July 2026	MSAA Score Reports are available for download. Page 24

***Dates are subject to change.** Refer to the Alternate Assessment and District Test Coordinator websites for updates

LINKS to various DTC resources:

- [Alternate Assessment DTC Website](#)
- [The Assessment Bulletin](#)
- [Alt ELPA \(Cambium\) Portal](#)
- [MSAA System](#)

If after viewing the DTC resources you have questions, please contact the

[Alternate Assessment Unit](#) at: AlternateAssessment@azed.gov

For assistance with the Cambium system, contact the Alt ELPA Service Desk:

Phone: 1.844.560.7812

Email: azhelpdesk@cambiumassessment.com

For assistance with the MSAA system, contact the MSAA Service Desk:

Phone: 866-834-8879

Email: MSAAServiceCenter@cognia.org

Live Help: [Click to Chat](#)

*Please keep in mind student confidentiality and do not email or send student identifiers (name, DOB, SSID numbers, etc.,) in chat settings with all test representatives through the service desk(s). System SSIDs can be shared using email or chat functions. You can use the call option to discuss specific student identifying information.

ADEConnect Information

The **Alternate Assessment** application is accessed through ADEConnect. The designated District Test Coordinator (DTC) must have an active account in ADEConnect, and the assignment of **“Alternate Assessments: District Test Coordinator”**. This role will give access to both the Alternate Assessment and the 1% Threshold applications.

Procedure to request the corresponding ADEConnect Alternate Assessment role(s):

1. [2025-2026 District Test Coordinator Security Agreement](#) must be completed, submitted to [Testing Inbox](#), and filed before requesting the role in ADEConnect.
2. Ask your Entity Administrator to assign the role of Alternate Assessment District Test Coordinator to your user account. You can search for your LEA’s **Entity Administrator (EA)** in [ADEConnect—Find an Administrator](#).

Help

Contact ADE Support
Arizona Department of Education
1535 West Jefferson Street
Phoenix, AZ 85007
(602) 542-7378

Support Ticket
Need to open a support ticket or view status of existing tickets. Use our Help Desk to open new tickets or view existing tickets for status and resolution.
[Go to Help Desk](#)

Find an Administrator
Looking for an administrator that can assist you with your ADEConnect access. Locate the contact information of an ADEConnect administrator that is assigned to your organization.
[Search](#)

Frequently asked questions
You have questions. We have answers.
[FAQ](#)

District Test Coordinator Assignment by Entity Administrator in ADEConnect:

1. Click the “User Management” tab.
2. Click “Add User” (if it is a new user without an account) or “Add/Remove ADEConnect Roles”.
3. Add the same DTC name as listed on the Test Security Agreement form to your organization/district as the “Alternate Assessment: Test Coordinator”. ADEConnect users are notified via email when the ADEConnect role has been activated.

ADEConnect information for Entity Administrator(s)

The designated ADEConnect Entity Administrators are responsible for ensuring that their ADEConnect users will have access to all necessary applications. ADEConnect Entity Administrators can visit the [ADEConnect FAQ page](#) for quick guides on managing accounts.

District of Residence and District of Attendance

For students who are enrolled at a district/charter (the District of Residence or DOR) and attend school at another LEA or a private placement (the District of Attendance or DOA), there are different procedures for each placement. The table provides an overview of the responsibilities for each entity.

District of Residence	District of Attendance
Ensure the student records are accurately reflected in AzEDS (verify current enrollment, special education program, special education need, and passes integrity using SPED10 and SPED72 reports).	Notify the DOR if student records are missing or incomplete.
Notify the Alternate Assessment Unit if there are issues with a student's records that will not be resolved before the close of the Student Selector Application.	Identify students in the Student Selector Application (instructions on page 7).
Monitor the testing progress for MSAA and Alt ELPA by contacting the DOA.	Administer MSAA and Alt ELPA to all participating students and communicate progress with the DOR.
Work with the DOA to obtain the MSAA and Alt ELPA results.	Download the student reports and share results with the DOR.

Selecting Eligible Students

Eligibility determination is an annual IEP (Individualized Education Program) team decision. The IEP team must complete and file the Arizona Alternate Assessment [Eligibility Form](#) in the student's IEP. Eligibility for students must be made before the Student Selector Application closes to ensure the opportunity for an adequate period of standards aligned instruction guided by the Core Content Connectors prior to test administration. To participate in Arizona's Alternate Assessments, students must meet specific eligibility criteria. When making this decision, IEP teams must consider and document how the student meets each of the criteria, using the Alternate Assessment [Participation Decision Documents](#) as guidance.

1. Test Coordinators will generate a list of students who have been determined eligible for Alternate Assessments that will be used when the Student Selector Application opens in October.
2. Verify current student records in AzEDS by checking the SPED72 report. Students must have a current need, program, and pass integrity.
3. Students who are taking the Alt ELPA Summative must have an Alt ELPA Screener test, AZELLA Placement test, or AZELLA/Alt ELPA test history from the previous year. The EL status must be indicated in the student records and reflected on the SPED72 report.

Students Taking the Alt ELPA Screener

The Alt ELPA Screener replaces the AZELLA Placement Test for students who are eligible for Alternate Assessments.

Eligibility

Students must be determined eligible for Alternate Assessments by the IEP team before taking the Alt ELPA Screener. Eligibility criteria have not changed. Students must also have a language other than English or American Sign Language (ASL) on the Home Language Survey. The Alt ELPA Screener may also be administered to students who are eligible for Alternate Assessments and have missing English Language Proficiency test history. You will see a warning to administer the placement test on the student's EL70 report.

Process

Alternate Assessment District Test Coordinators will submit the electronic [Alt ELPA Screener Request Form](#) for each eligible student. All requested information must be submitted. The Alternate Assessment Team will verify student records prior to adding the student to TIDE. DTCs and test administrators must also complete the Alt ELPA training before administering the Alt ELPA Screener.

Reporting

Student reports will be available after testing in the Cambium portal. Based on the results, follow the same processes as required by the Office of English Language Acquisition Services (OELAS) as you would for students who take the AZELLA Placement Test.

Student Selector Application

The Student Selector Application in ADEConnect will open in October. The Alternate Assessment District Test Coordinators (DTCs) will identify and select the eligible students for MSAA ELA and Math (Grades 3-8 and 11), MSAA Science (Grades 5, 8, and 11), and Alt ELPA Summative (Grades K-12 who are identified as English Learners).

- Students in grades 9 and 10 also need to be selected in the Student Selector Application if they are eligible, even if they will not be tested this current school year.
- Students indicating grade UE will need to be manually added by the Alternate Assessment team. The DTC will email the [Alternate Assessment team](#) with the SSID number and the written request to add the student.

1. DTCs will generate a list of eligible students to select in the Student Selector Application.
2. DTCs will then confirm their list with their teachers before identifying the eligible students in the Student Selector Application.
3. ADE will then extract and import eligible students and teacher information into the testing platforms based on enrolled grade level and EL status. *Please notify your teachers early on so that they are prepared to assist you in developing complete lists of students this fall.*

****DTCs will also create a list of test administrators and add them in the Alternate Assessment application. ADE will then import the list of test administrators to the testing platforms before the testing window opens.**

Additional Information:

- **Students are identified by the District of Attendance (DOA).** The District of Residence (DOR) must ensure records are updated to reflect attendance and special education program at the DOA for the DOA to be able to identify students in the application.
- Braille is available for assessing ELA Foundational Reading Standards (grades 3 and 4) MSAA only. DTCs must identify any students in grades 3 and 4 who are learning foundational braille.
- If a student is not on your list in the Student Selector Application, the student records are not current or complete. Please update the student records and sync with AzEDS. AzEDS updates nightly so look for your student on your list in the Student Selector Application the following day. ADE cannot manually add students to the Student Selector Application without current SPED records. ADE cannot change the student data. The District of Residence has access to change student data.
- If student records are incorrect, please update the records and sync with AzEDS. Pay careful attention to the EL status as this determines which students are uploaded to TIDE for the Alt ELPA Summative.

Tuitioned-Out and Privately Placed Students

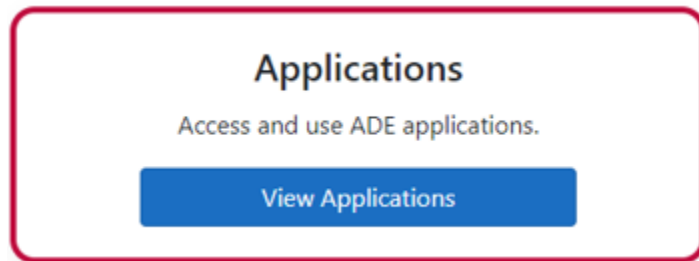
Although the District of Attendance (DOA) registers the student in the Student Selector Application, the DTC at the District of Residence (DOR) must communicate with the DOA to ensure that the student lists are correct. Please refer to the [table on page 5](#) for more details regarding the responsibilities of the DOA and DOR.

Student Selector Application Instructions

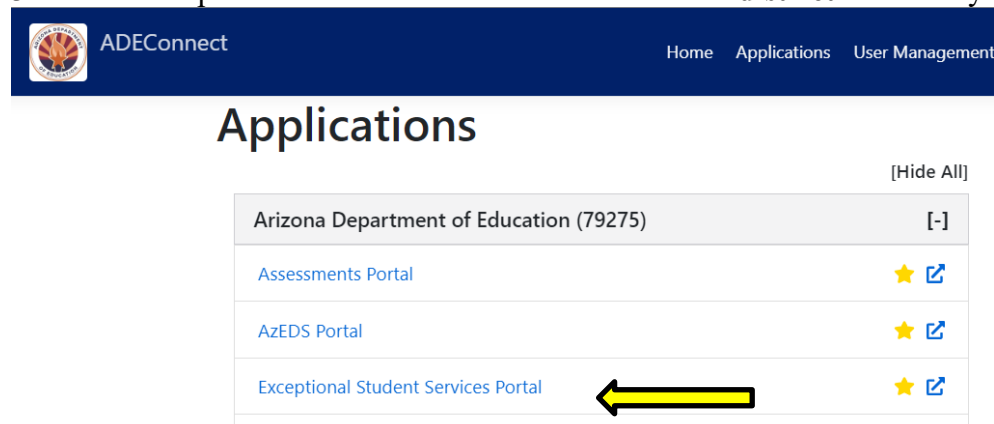
1. Log into [ADEConnect](#).



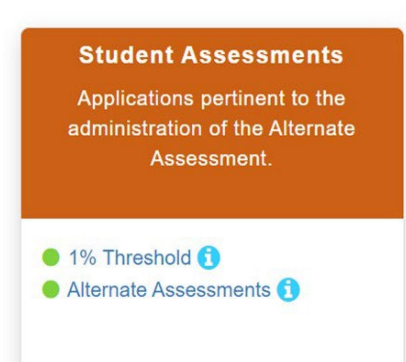
2. Click “View Applications.”



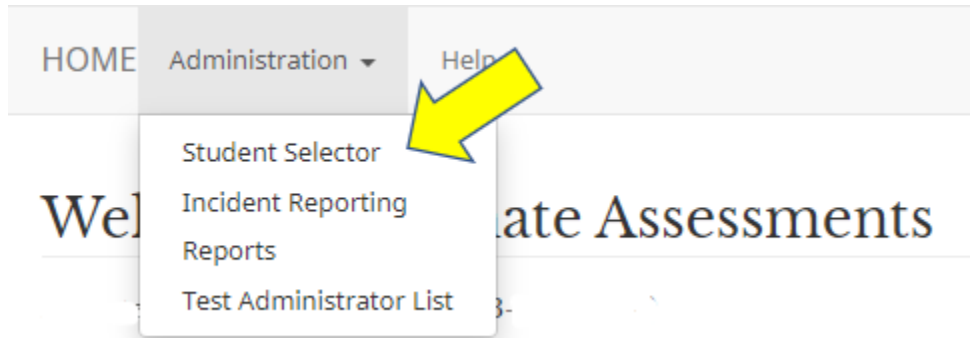
3. Click “Exceptional Student Services Portal” under the **district** level entity.



4. Click “Alternate Assessments” under the “Student Assessments” heading.



5. Click on “Student Selector” under the “Administration” tab.



If you do not have the “Administration” tab on top, you are logged in under a school and not under the district. Go back to your list of applications in ADEConnect and ensure the district heading is on top.

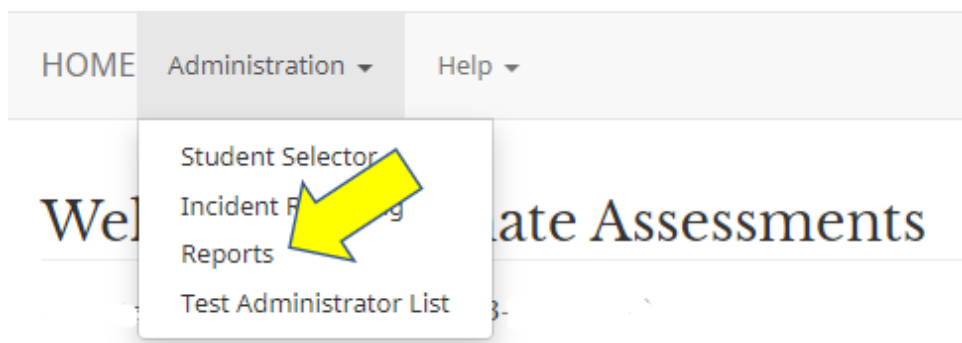
6. Choose a school. Then, select students by clicking the check box on the left.

Selected?	State Student ID	Student	DOB	Gender	Grade	English Learner	Learning Foundational Braille in grades 3 and 4 only
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- If a student is not on your list or if the student information displayed is incorrect, the student records must be updated in AzEDS. ADE cannot manually add students to the Student Selector Application or change the student data. Student records can be verified by reviewing the SPED72 report.
- Select the box on the right for students in grades 3 and 4 who are blind or visually impaired and are learning foundational braille for MSAA. Braille cards for the foundational reading items will be sent to test coordinators based on this information. This is not a braille test form.

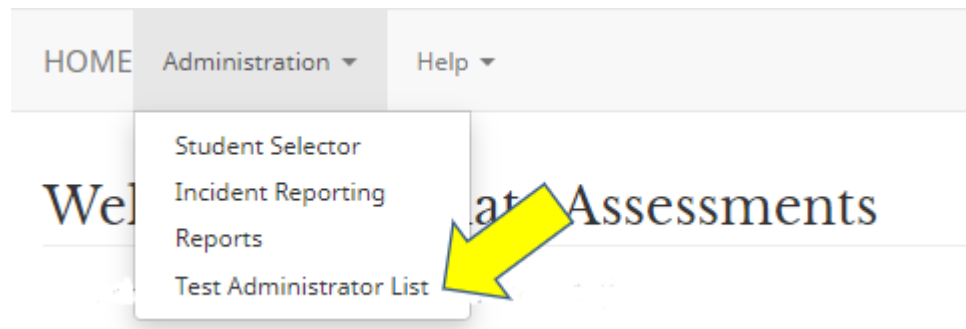
7. Click “save.” The application is accessible if the application window is open. If the application window is closed, the application is closed and inaccessible.

8. Download a copy of the Student Selector Report for your records. Go back to the “Administration” tab and click “Reports.”



- a. The reports page will have the option to run the Student Selector Report. Click “Run Report” and download the report. Verify all eligible students are on this report. This report will be useful if a student was selected but not uploaded to an Assessment portal.
- b. If you selected a student who is not on this report, the student was dropped because the student records have changed. Records are updated to AzEDS every night. If there is a change in name, grade, or school, you will need to re-select the student.
- c. If student records cannot be updated before the close of the Student Selector Application, please notify the Alternate Assessment Unit no later than the closing of the Student Selector Application. The students will be manually added to the appropriate assessment platforms after records have been updated.
- d. Do not contact the Alternate Assessment Unit with requests to add students after the Student Selector Application has closed. More information on requesting to add students is outlined on [page 18](#).

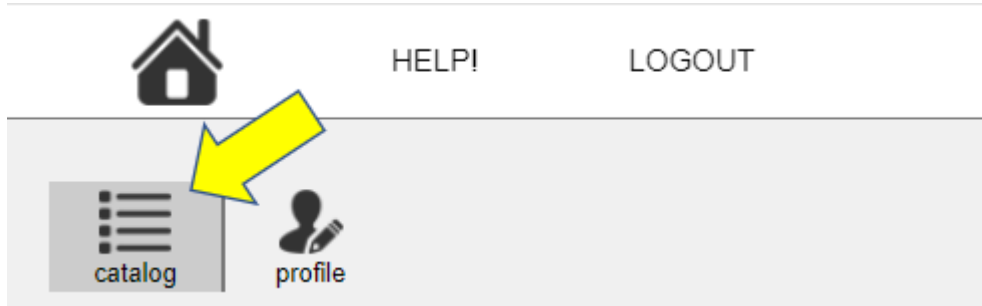
Test Administrator List Instructions



1. Follow the “Student Selector Application Instructions.”
2. Click on “Test Administrator List” under the Administration tab.
3. Select your school. Your test administrator list was retained from last year. You can edit or delete test administrators.
4. You can also use the “Add” button at the bottom of the screen to add more test administrators.

Complete Alt ELPA Training

- Visit the [LMS portal](https://training.elpa21.org/index_login.php) at https://training.elpa21.org/index_login.php and create an account. If your account was created in previous years, use the same log in credentials. The district code is **elpa21**.
- Go to the catalog on the upper left.



1. Find the **Alt ELPA** Test Administrator Training/Test Coordinator training modules. **Do NOT view the ELPA21 modules**, we do not administer that assessment.
2. Click on “register” and check the boxes to agree to the terms to start the training.
3. After the training is complete, you will receive a certificate of completion that you can download from the system. This will not be valid for certification requirements. Separate certificates for PD hours will be emailed to test coordinators to distribute to the applicable test administrators.
4. ADE is not able to confirm who has completed the training. You will need to have your test administrators present their certificates to confirm training has been completed.
5. Training modules will be available throughout the testing window.
6. PD certificates for both District Test Coordinators (DTCs) and test administrators (TAs) for completing the Alt ELPA training will be emailed to DTCs in May. You can add your name to the DTC certificate if you have completed training. Please ensure that TAs present their certificate of completion from the LMS system before issuing professional development hours. Once presented, you can add their names to a Test Administrator PD certificate and send it to them.

Submit Student Information – 1% Threshold

When an LEA exceeds 1% of students participating in Alternate Assessments, the State is required to provide oversight. An initial notification will be sent from the ADE Alternate Assessment Unit to the LEA’s Alternate Assessment District Test Coordinator.

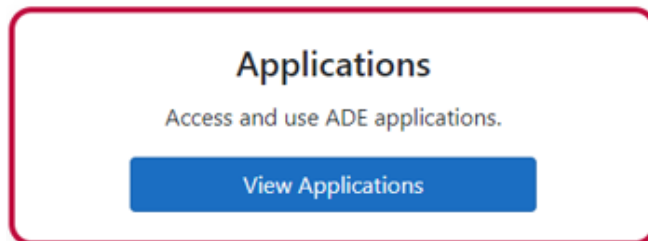
The first step of the oversight process is to gather student information to determine if eligibility criteria were followed.

1. Log into ADEConnect.



[Students & Families](#) [Educators](#) [Administrators](#) [Programs & Supports](#) [About ADE](#) [ADEConnect](#) 

2. Click “View Applications.”



3. Click “Exceptional Student Services Portal” under your LEA’s level entity.

 ADEConnect

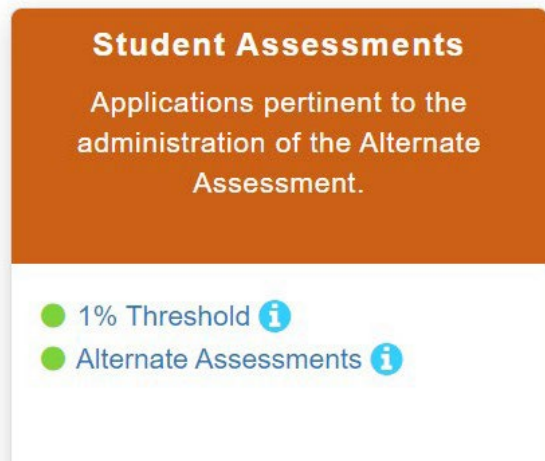
Applications

[Hide All]

Arizona Department of Education (79275)	[+]
Assessments	★ 
AzEDS Portal	★ 
Exceptional Student Services Portal	★ 



4. Click “1% Threshold” under Student Assessments.



5. Click “Appeal 1% Threshold” in the top menu bar.



- a. You will see the complete list of students who participated in Alternate Assessments for the monitoring year, which is usually the previous school year. The student records in the 1% application are previous student records that cannot be changed. The column on the right shows the status. “N/A” means additional information is not required, “Requested” means that additional information is required and incomplete, “Submitted” means that all additional student information has been submitted. To add student information, click the name of any students that are hyperlinked.
- b. All requested sections need to be completed.
 - i. Response box: copy IEP goals and objectives that the student is instructed in grade level academic standards as well as statements from the IEP that the student requires extensive direct instruction to make meaningful academic gains. DO NOT copy and paste an entire IEP or MET. If the IEP team has used the updated eligibility form, you can take this information directly from that document.
 - ii. Current MET date: date of the MET when eligibility was determined.
 - iii. IQ Scores: click “Add IQ Score.” Enter the test name and the composite score. To add more than one score, click the “Add IQ Score” again. If the student does not have an IQ/cognitive score available, click “Add IQ Score,” enter “N/A” for the test name, and “0” for the score. Include in the response box the reason why the student does not have a score available. Scores can be taken from the most recent eligibility form.
 - iv. Achievement Test Scores: these are academic test scores.
 - v. Adaptive Behavior Ratings: Follow the same instructions as IQ scores.
Adaptive scores are required for eligibility determination according to eligibility criteria. A student may not participate in Alternate Assessments without adaptive scores.

- c. Repeat for all hyperlinked students. Once information is submitted for all students, you will be able to click the “continue” button at the bottom of your student list, which will take you to the next step in the monitoring process.

THE FIRST STEP IS COMPLETE. WAIT for further instructions.

***Any uploaded Action Plans submitted before the LEA is notified of tier and disproportionality calculations will be rejected.**

Action Plan Submission

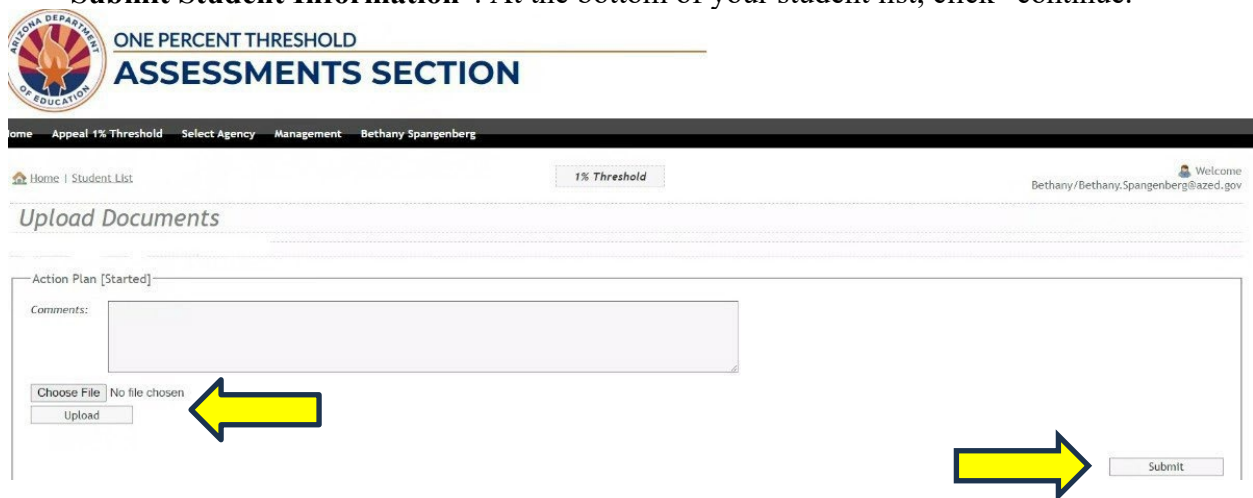
After reviewing student information, the ADE Alternate Assessment Unit will send a second notification that includes the LEA tier and disproportionality. Use the [Action Plan template](#) to include all required components. Please utilize the [1% Threshold Presentation](#) for guidance.

As a team, the Alternate Assessment Test Coordinator, SPED Director, and other stakeholders should meet to discuss the contents of the Action Plan. **Numbers 1-5 must be answered in the Action Plan (use the provided [Action Plan template](#)):**

1. **Current Percentage:** found in the initial email notification.
2. **Goal Percentage:** what is reasonable for the LEA. This would ideally be 1%, but for LEAs with special circumstances (small LEA where one student participating is over 1%, specialized schools where most of the students have an IEP, etc.). Regardless of the special circumstances, the goal percentage should be less than the current percentage. The percentage may not be higher than the current percentage.
3. **Justification:** this is an explanation of why the LEA exceeded 1% of students participating in Alternate Assessments. The team will talk about a range of factors specific to the LEA that impact percentages. This section should not be a summary of the students who participate in Alternate Assessments and should not include less than 10 student counts. Justification sections for all LEAs are posted on the Alternate Assessment website and should not include student identifying information.
4. **Action Plan:** List the steps the LEA will take as measurable actions that address your unique issues related to your percentages.
5. **Disproportionality:** ADE calculates this. Refer to the second notification. In many cases, no disproportionality is identified, and this section should have “N/A.” If disproportionality is identified, the LEA must review eligibility for all students in the given categories and ensure that those students meet eligibility criteria. This section is federally required.
6. **ADE Alternate Assessment Requests:** LEAs may ask for support as identified by the team creating the Action Plan. Training, webinars, and other resources are common requests, and this section has helped the Alternate Assessment Unit focus efforts on effective support. Keep in mind that not all requests are feasible. The Alternate Assessment Unit does retain these requests and follows up with the District Test Coordinators (DTCs).

An Action Plan Template will be available in both PDF and Word versions.

- Upload the Action Plan in the 1% Threshold application. To log into the application, refer to “**Submit Student Information**”. At the bottom of your student list, click “continue.”

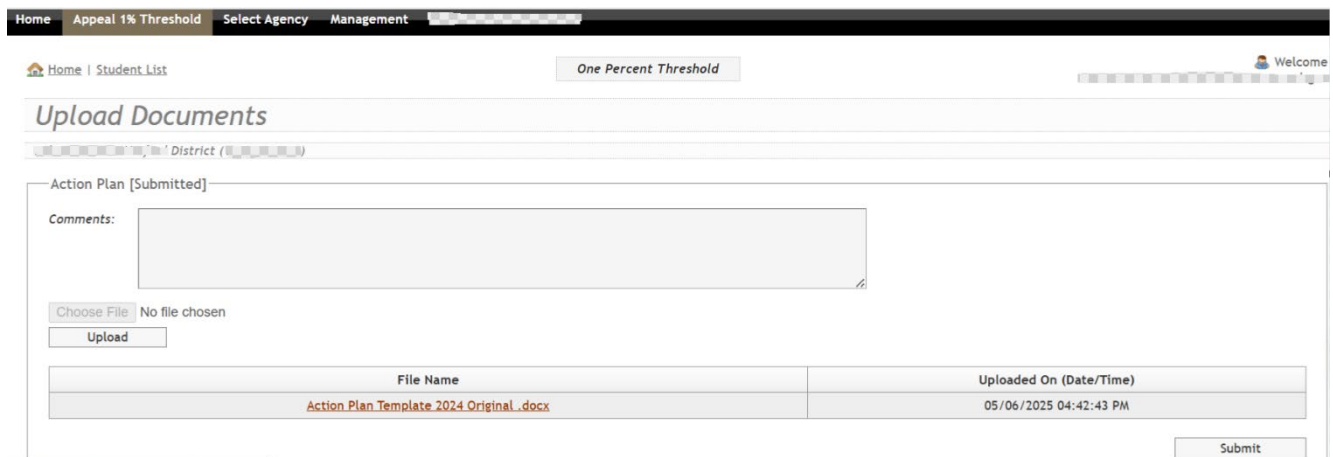


1. You will go to the “Upload Documents” page. Your Action Plan status says “Started.”
 - a. Click “Choose File” and select your document. Click “Upload.” You will see your document listed. Then click “Submit.” You may upload progress in the space below the uploaded Action Plan, but that is not required at this time.

The ADE Alternate Assessment Unit will approve or reject the Action Plan, and the status will be in the 1% Threshold. Action plans that were rejected will include specific feedback in the comment section. Previously rejected plans will need to be deleted prior to resubmission.

To resubmit an Action Plan, delete the rejected Action Plan(s).

1. In the 1% Threshold Application, go to the “Upload Documents” page. Your Action Plan status will show as “Started.”
2. Click “Choose File” and select your document.
3. Click “Upload.” You will see your document listed.
4. Click “Submit.” The only confirmation that your plan was submitted will be the change in the status from “Started” to “Submitted.”



File Name	Uploaded On (Date/Time)
Action Plan Template 2024 Original.docx	05/06/2025 04:42:43 PM

Pre-Administration Activities

All eligible students must be selected in the Student Selector Application. If the Student Selector Application is closed, students will be manually added by the Alternate Assessment team on the assessment platforms. Please refer to the table below to adhere to deadlines.

Activity	Alt ELPA Dates	MSAA Dates
DTCs add test administrators	January 26 – March 13	February 17 – April 24
Request to add missed students	January 26 – March 13	February 17 – April 24
Request to add transfer students *Transfer students are students who enrolled after November 28, 2025	January 26 – March 13	January 26 – April 24

***Dates are subject to change.**

Once the Student Selector Application closes, DTCs must manually add test administrators directly to the testing platform. Please do not contact the Alternate Assessment Unit to add test administrators. DTCs can add test administrators directly into the respective testing platforms.

***After reviewing the student list in the testing platform, please submit 1 missed student letter with ALL MISSING STUDENTS**

Requesting to Add Students

IEP teams must determine eligibility for Alternate Assessments before November 28 (close of the Student Selector Application) to allow for suitable instructional time before test administration. If a student was determined to be eligible prior to November 28 for Alternate Assessments but was not identified in the Student Selector Application, follow the steps below.

- Before requesting to add any students, you must check student records. Current records need to be accurate in your Student Information System (SIS).
- AzEDS syncs nightly. Student records must be updated in AzEDS before the student(s) can be added to testing platforms.
- If an eligible student **transfers**, you can e-mail the Alternate Assessment team a list of **SSIDs only**. If student records are updated, the Alternate Assessment team will add the student.
- For students who have been enrolled in the district all year, the Alternate Assessment District Test Coordinator must submit a letter, preferably on district letterhead. An email is not a letter. Letters will be accepted in January for Alt ELPA Summative and in February for MSAA. Students on your Alt ELPA letter in January will also be added to MSAA if they are enrolled in tested grades. Your February MSAA letter should only include students who were not already requested for Alt ELPA. Teachers should not be responsible for writing or submitting this letter to the DTC or the State.

The letter will include the following components from the DTC:

1. Signed by the Alternate Assessment District Test Coordinator and their supervisor.
2. The letter will include a list of students' SSIDs only.
3. The letter will include an explanation of why students were missed in the selection process, which was open from October 1 – November 28, 2025.
4. For explanations related to a deficiency in policy or practice, include steps the LEA will take to correct the issue. An explanation stating that *the IEP team did not make the determination that the student is eligible for Alternate Assessment before the close of the Student Selector Application*, will not be accepted since this does not follow eligibility guidelines. General statements about clerical errors or ensuring students will be selected next year will not be accepted. This letter is your opportunity to identify inconsistencies within your systems or within your LEA.

Letters should be on letterhead and attached in an email sent to the [Alternate Assessment Unit](mailto:AlternateAssessment@azed.gov) at AlternateAssessment@azed.gov. An emailed letter will not be accepted.

State Specific Policy

Alternate Assessment District Test Coordinators must be familiar with [Arizona's State Specific Policy](#). The information in this policy is not presented in training modules.

Test Observations

ADE works with contractors to conduct MSAA and Alt ELPA Summative observations. Additionally, the Alternate Assessment Unit will conduct observations for both Alt ELPA Summative and MSAA during the administration window. You will be notified by the Alternate Assessment unit if your LEA was selected for an observation. District Test Coordinators (DTCs) must also observe at least one MSAA administration and submit the responses using the Microsoft Form located on [ADE's MSAA main page](#) under Training and Manuals.

Monitor Alt ELPA Summative

DTCs are required to monitor testing progress and support the test administrators. Please ensure all students have been tested. More information on using the [Cambium portal](#) and tracking test administration will be available in the TIDE User Guide and Test Administration Manual. District Test Coordinators must also observe at least one Alt ELPA Summative administration and submit the responses using the Microsoft Form located on [ADE's Alt ELPA main page](#) under Foundational Documents.

Complete MSAA Training

1. Log into the [MSAA system](#) at www.msaaassessment.org.
2. Click on the "Test Administration Training" tab on the top menu bar.
3. View each training module for test coordinators. After viewing, return to the training page to view the next module.

Congratulations! Your test coordinator training is complete. If you are also a test administrator, you will need to complete the steps for the test administration training and pass the final quiz.

There are four best practice videos that address:

- Standard Administration
- Administering the Student Response Check (SRC)
- Administering a Level 2 Writing Prompt
- Administering a Level 3 Writing Prompt

The User Guide for Test Coordinators is another valuable resource you may need during the testing window. It is the Alternate Assessment District Test Coordinator's responsibility to familiarize and comply with [Arizona's State Specific Policy](#). Information in the State-Specific Policy document is not included in the training or the Test Administration Manual as it is state specific.

DTCs are also responsible for ensuring test administrators complete training. Best practice is to hold group training (group training may be held with an online meeting platform). Each test administrator will need to view each module and take the final quiz individually. Test administrators indicate that teachers are best prepared when training in a group setting with the opportunity to discuss questions that arise.

Test administrators will have a better understanding of the test administration process after training with others. Regardless of the method of training, test coordinators can view test administrator training status in the MSAA system. Instructions are in the User Guide for Test Coordinators.

Professional Development Certificate

You can add your name to the Test Coordinator certificate if you have completed training. You can download your list of test administrators from the MSAA system. Your download will show who has completed the training. The DTC will add test administrator names to a TA certificate for dispersion.

Monitoring Test Administration for MSAA

Test Coordinators are required to monitor the progress of all administrations of MSAA and to observe at least one test administration during the testing window. Prior to the opening of the test window, test coordinators are advised to collect testing dates from all test administrators. Please plan to address the needs of individual students that appear early in the window. These may include:

- students with frequent absences
- students with behavioral needs that may impact test administration
- students whose attention is limited or who tire easily, needing multiple scheduled test sessions
- students with communication difficulties

When dates do not reflect such considerations, test coordinators may suggest modifications to the test administrator planning calendar in anticipation of circumstances that may impact successful test participation. Frontloading these students into the test administrator's testing calendar provides opportunities for the recommended multiple attempts prior to closing a test. Test coordinators should plan to observe these test administrations whenever possible to gather evidence to support any subsequent decisions to close the tests.

Test Coordinators will use the Incident Report function in the Alternate Assessment application in ADEConnect. Do not act until the Alternate Assessment Unit responds to the incident.

[Incident Reports](#) must be submitted if changes are needed to the test status (e.g., the test was closed for a student who was not available for testing, but the test should have remained not started).

MSAA Early Stopping Rule (ESR)

If a student's responses to test items are not clearly observable, or understood by the TA or scribe, the testing experience may need to be ended early. This process is called the Early Stopping Rule (ESR). To end the test for a student, the ESR procedures must be followed. If the ESR is applied, the Alternate Assessment DTC will need to submit an [incident report](#) in [ADEConnect](#).

PearsonAccess^{next} (PAN)

Students who are eligible for Alternate Assessments will be uploaded to PearsonAccess^{next} (PAN) for all Statewide Assessments. **Alternate Assessment eligible students should remain untested in PAN.**

Monitoring Testing for Tuitioned-Out Students:

The District of Residence (DOR) will need to contact the test coordinators at the District of Attendance (DOA) to ensure that testing for any tuitioned-out and private placement students is scheduled and follow up to verify that it has been completed.

Corrections Application

The Alternate Assessment Corrections application is used to identify and correct matching errors between test record student data and the SSID student data (AzEDS). Accountability is not able to use student records without an exact match. The application should be monitored regularly to make timely corrections. Instructions for making corrections are included on the application page. Students remaining in the Corrections application cannot be counted for accountability.

Accessing the Corrections Application

1. From your ADEConnect list of applications, select “Assessments.”

Applications

[Hide All]	
Arizona Department of Education (79275)	[-]
Assessments	★ ↗
Assessments Portal	★ ↗
AzEDS Portal	★ ↗
Exceptional Student Services Portal	★ ↗
Accountability	☆ ↗

2. Select “Assessments Administration” from the green menu list on the left side.

Assessments Administration

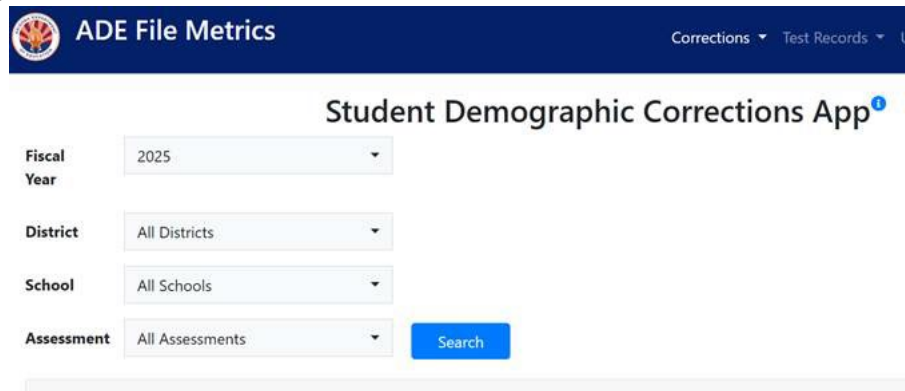
[Achievement Testing Mode Requests](#)

[ASMT Merge Tool](#)

[ASMT Merge Activity Report](#)

[File Metrics](#)

3. Click “File Metrics.”



4. Select your LEA and School.

5. Select Alternate Assessment for MSAA and Alt ELPA.

6. Click on the blue “Search” button.

7. Click the “Edit” button under the “Actions” column to select a student row.

- a. The best match(es) based on the current demographics on the test record will be displayed.
- b. Click the “Match” button for the result row that shows the student’s correct demographics.
- c. Click the “Confirm” button to save the correction(s).

Student records are automatically checked against the State Student Data Management System. Once the Alternate Assessment test record demographics match the State Student Data Management System, the student’s test records will be removed from the corrections application. A transaction record will be displayed on the Corrections Audit Report for District Test Coordinators to review. If the student’s demographics you are seeking are not displayed in the initial match results list, you can search by SSID to retrieve the demographics.

Alt ELPA Summative Score Reports

The Alt ELPA Summative Individual Student Reports from the Spring 2026 administration will be available at the end of April. You can view the [Cambium calendar](#) for important dates.

Reports are accessed through the [Cambium Reporting Portal](#).

1. Returning DTCs will log in with the same credentials used during administration.
2. Click “District View” and select your district.
3. On the right-hand side, in the Features and Tools menu, click “Download Student Results”, “Individual Student Reports” and the designated schools’ reports (select up to three schools).

MSAA Score Reports

The MSAA Score Reports from the spring administration will be available for Alternate Assessment District Test Coordinators (DTCs) in July. Reports will be accessed through the MSAA Reporting Portal Tab in the MSAA System.

1. Go to the [MSAA platform](#).
2. **Returning** DTCs will log in with the same credentials used during administration. *New DTCs will have an account generated the week prior to the reporting portal. Use the link in the auto-generated e-mail to log in.
3. Go to the “Reports” tab on the top menu tab.
4. Download your reports and save in students’ files per your LEA’s policy.

The following reports will be available to download through the MSAA Reporting Portal:

- **Reports for the District** – *District Summary Reports, District Roster Reports and Student Results File CSV.*
- **Reports for the School** – *School Summary Reports, School Roster Reports, Individual Student Reports, and Student Results File CSV.*

The MSAA User Guide for DTCs is available from the website. This guide has detailed instructions for downloading your reports. The link is on the bottom left corner of the [MSAA platform](#). The [MSAA Guide for Score Report Interpretation](#) provides guidance on reading and using the reports.

The ADE Alternate Assessment Unit will ship two hard copies of each student report to the District of Attendance (DOA) as soon as they become available. One copy is to be sent home to parents/guardians and the other is placed in the student’s secure file. Please refer to your LEA’s policy regarding students’ secure filing practices. MSAA Parent Guides accompany the student reports and should be sent home with the student. Teachers may download additional Parent Guides from [ADE’s Parents and Students webpage](#).

Notes