

# District Test Coordinator Handbook

2020-2021



**ARIZONA DEPARTMENT  
OF EDUCATION**



# ARIZONA DEPARTMENT OF EDUCATION

## Alternate Assessment Test Coordinator Checklist

This form is for your use only; DO NOT return to ADE.

<b>District/Charter Name:</b>	
<b>TC Name:</b>	

Dates*		Details
September 2020		Verify teachers in ADEConnect (only one account per teacher, must have TA role at their school) <b>Page 2</b>
September 2020		Generate list of all students participating in alternate assessments; include data for students in Grade 3 and 4 learning Braille and for students with communication needs. <b>Page 3</b>
October – November 2020		Student selector app (all students must have correct data records in AzEDS) <b>Page 4</b>
November 2020 (Tentative)		Submit student information if notified that the LEA exceeded 1% participation in 2019. <b>Page 6</b>
December 2020		Submit Action Plan if the LEA exceeded 1% participation. <b>Page 8</b>
March 1, 2021		MSAA training starts <b>Page 10</b>
March 15 – April 30, 2021		Monitor MSAA Administration (there is no final verification process for this assessment) refer to <b>Page 11</b> for instructions
TBD		Download MSAA Reports <b>Page 12</b>
August 2021		Update data in Corrections Application, if notified <b>Page 13</b>

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

**LINKS to various TC resources:** [The Examiner - District Test Coordinators](#) - [MSAA](#)

**Questions?** Please contact the Alternate Assessment: [AssessingSWDs@azed.gov](mailto:AssessingSWDs@azed.gov) or at 602-542-8239

September 2020

## 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 role of “**Alternate Assessments: Test Coordinator**” assigned.
- Teachers that will be administering the Alternate Assessments must have an active account in ADEConnect, with the role of “**Alternate Assessments: Test Administrator**” assigned. (*this role is only found at the school level in ADEConnect.*)

### ***Procedure to request the corresponding ADEConnect alternate assessment role(s):***

1. Contact the designated ADEConnect **Entity Administrator** for your district/charter.  
Where to find an Entity Administrator in ADEConnect:  
You will need the Entity ID, CTDS, or Entity Name; and  
Access the ADE Portal at <https://home.azed.gov/Portal/> and select the “Find and Entity Administrator” option
2. ADEConnect users are notified via email when the ADEConnect role has been activated. If you have any questions or need assistance, please contact our office at [AssessingSWDs@azed.gov](mailto:AssessingSWDs@azed.gov) or 602-542-8239.

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### **ADEConnect information for *Entity Administrator(s)***

The designated ADEConnect Entity administrators are ultimately responsible for ensuring that their ADEConnect users will be able to take advantage of the convenience and security ADEConnect offers.

*An Entity Administrator will find information to create/delete user accounts, assign roles, etc. by visiting the ADE website under the tab labeled “**Programs & Supports**”; select **Information Technology***

1. Select **AE LAS** (Arizona Education Learning and Accountability System)
2. Select **ADEConnect**
3. **Entity Admin Training**

#### **Training Videos for Viewing**

- [User Management](#)
- [Account Profile Add/Remove Users](#)
- [Add Users](#)
- [Add/Remove Application Roles](#)
- [Intro to Entity Admin/Training Page Overview](#)

#### **Other Resources**

- [Download the Entity Administrator Manual for RDSS Applications in ADEConnect](#)
- [Direct Sign-on Password Reset QRG](#)
- [User Management Overview QRG](#)
- [Selecting and Viewing Parent Entity & Related Organizations QRG](#)

## Selecting Eligible Students

Eligibility decisions are made annually for students and must be made early in the school year to ensure the opportunity for an adequate period of standards-aligned instruction guided by the Core Content Connectors, even if the annual IEP is due later in the year. 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. The [eligibility form](#) is located on the ADE, Alternate Assessment MSAA webpage under the eligibility tab. Test Coordinators will generate a list of students who will be participating in alternate assessments that will be used when the Student Selector Application opens in October.

## Student Selector Application

The Student Selector Application in ADEConnect will open in October. Only the Alternate Assessment Test Coordinators (TCs) can identify the eligible students for MSAA ELA and Math (Grades 3-8 and 11) and MSAA Science (Grades 5, 8, and 11); and assign their respective teachers/Test Administrators (TAs).

Test Coordinators will follow district policy to generate a list of eligible students, then verify that list with their teachers before identifying the eligible students into the Student Selector Application. ADE will then extract and import student and teacher information into the testing platform. **Students are not added to alternate assessment systems after the Student Selector Application closes.** Please notify your teachers early so that they are prepared to assist you in developing complete lists of students this fall.

Additional Information:

- Braille is available for assessing ELA Foundational standards (grades 3 and 4) only. TCs must list any students who are blind and require these special materials.
- **Procedural change:** Do not use the “No Response Option” box in the Student Selector Application. TCs should note any students who are in the process of establishing a reliable mode of communication. At the time of the assessment, if the No Response Option is needed for a student who has not yet established a reliable mode of communication, contact the ADE Alternate Assessment Unit. To prioritize the development of communicative competence, TCs should monitor efforts toward establishing reliable communication systems for these students throughout the year. Test closures due to lack of reliable modes of communication are monitored each year by ADE/Alternate Assessment with the expectation of greater participation in subsequent years as reliable communication is established.

### Tuitioned-Out Students

Although the District of Attendance (DOA) registers the student in the Student Selector Application, the TC at the District of Residence (DOR) must communicate with the DOA to ensure that the student lists are correct.

### Instructions – Student Selector Application

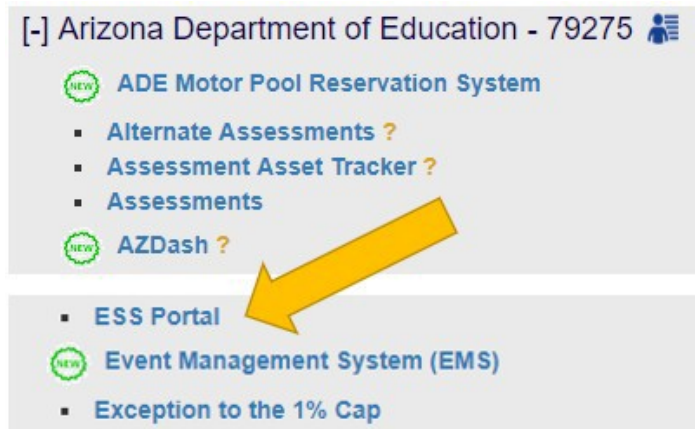
1. Log into ADEConnect



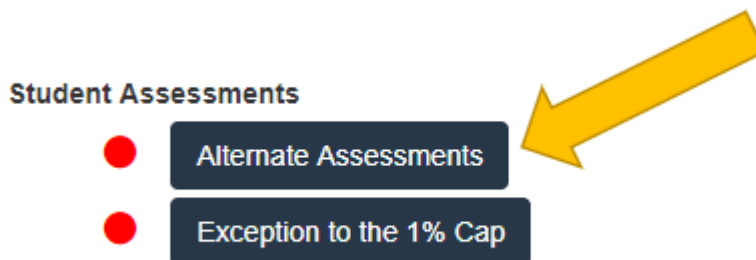
[Students & Families](#) [Educators](#) [Administrators](#) [Programs & Supports](#) [About ADE](#) [ADEConnect](#) 



2. Click “ESS Portal”. Note that your options under your LEA name might be different than the options in the graphic



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



4. Click on “Alternate Assessment Student Selector”.

## Welcome! Alternate Assessments

### Feedback

[Teacher Survey](#)

### Assessments

[Alternate Assessment Student Selector](#) (highlighted with a yellow arrow)

[Alternate Assessment Corrections Application - MSAA \(NCSC\)](#)

### Documents

[Data Sheets](#)

[AIMS A Performance Task Scoring Rubric](#)

### Acknowledgements

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5. Download the Student Selector Application User’s Guide for further instructions.

If a student is not on your list, the student records must be updated in AzEDS. ADE cannot manually add students to the Student Selector Application. Student records can be verified by reviewing the SPED72 report.

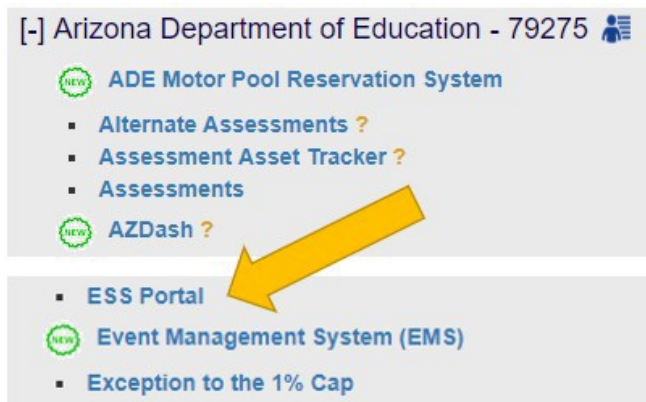
## Submit Student Information – 1% Threshold

When an LEA exceeds 1% of students participating in alternate assessment, 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 Test Coordinator. The first step of the oversight process is to gather student information to determine if eligibility criteria was followed.

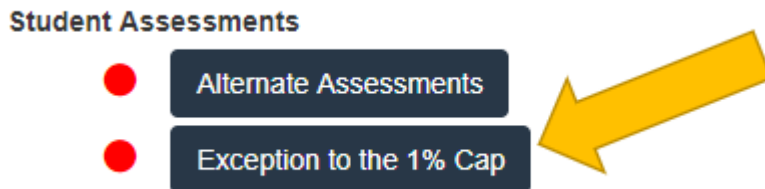
1. Log into ADEConnect



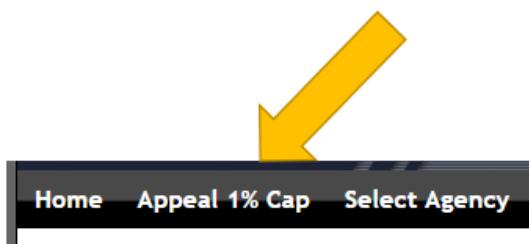
2. Click “ESS Portal”. Note that your options under your LEA name might be different than the options in the graphic.



3. Click “Exception to the 1% Cap” under the “Student Assessments” heading.



4. Click “Appeal 1% Cap” in the top menu bar.



5. You will see the entire list of students who participated in alternate assessment for the year we are monitoring, which is usually the previous school year. The student records in this application are records associated with that student last year and 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 and no further action is needed for that student. Click the name of any students that are hyperlinked.
6. Add all required information. The eligibility determination form has been updated to make this process easier for test coordinators.
  - a. Response box: copy IEP goals and objectives that support that the student is being 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.
  - b. Current MET date: date of the MET used when determining eligibility.
  - c. IQ Scores: click “Add IQ Score”. Enter a 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 score available, click “Add IQ Score”, enter “Not available” for the test name, and “0” for the score. Include in the response box the reason the student does not have an IQ score available. Scores may be taken from the updated eligibility form.
  - d. Achievement Test Scores: these are academic test scores. Follow the same instructions for IQ scores.
  - e. Adaptive Behavior Ratings: Follow the same instructions as IQ scores. Remember that adaptive scores are required for eligibility determination according to eligibility criteria. A student may not participate in alternate assessments without adaptive scores.
7. 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.

At this point, you have completed the first step. WAIT for further instructions. Any uploaded Action Plans submitted before the LEA is notified of tier and disproportionality will be rejected.



## Submit Action Plan

After reviewing student information, the ADE Alternate Assessment Unit will send a second notification that includes the LEA tier and if any disproportionality was identified.

1. As a team the Alternate Assessment Test Coordinator, SPED Director, and any other stakeholders should meet to discuss the contents of the Action Plan. Action Plan components must include
  - a. Current Percentage: found on the initial notification
  - b. 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 well 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, but it may not be higher.
  - c. Justification: this is an explanation of why the LEA exceeded 1% of students participating in alternate assessment. The team will talk about the various factors specific to the LEA that directly or indirectly impact percentages. This section should not be a summary of the students who participate in alternate assessment and should not include student counts less than 10. Justification sections for all LEAs from the previous year is posted to the website for reference.
  - d. Action Plan: List the steps the LEA will take as measurable actions that address your unique issues related to your percentages. Training IEP teams on eligibility is required for all LEAs.
  - e. 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.
  - f. ADE Alternate Assessment Requests: LEAs may ask for support as identified by the team creating the Action Plan. In-person trainings, webinars, and other resources are common requests and this section has helped the Alternate Assessment team focus efforts on effective supports. Keep in mind that not all requests are feasible. The Alternate Assessment Unit does retain these requests and follows up with the Alternate Assessment Test Coordinator.

Action Plans may be rejected if they do not meet these requirements. Common reasons for rejection last year include describing individual students or using counts less than 10 in the justification section and not addressing dis-proportionality, even if there was none identified.

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

2. Upload the Action Plan in the Exception to the 1% Cap application. Follow steps 1-4 for “Submitting Student Information”. At the bottom of your student list, click “continue”.

The screenshot shows a web application interface for an "Exception to the 1% Cap". At the top, there is a navigation bar with "Home", "Appeal 1% Cap", "Select Agency", "Management", and "Bethany Spangenberg". Below this, a breadcrumb trail shows "Home | Student List" and "Exception to the 1% Cap". A user profile in the top right corner says "Welcome Bethany/Bethany.Spangenberg@azed.gov". The main heading is "Upload Documents". Below the heading, there is a form for an "Action Plan" with a status of "Started". The form includes a "Comments:" text area, a "Choose File" button with the text "No file chosen", an "Upload" button, and a "Submit" button at the bottom right.

You will go to the “Upload Documents” page. Your Action Plan status says “Started”.

Click “Choose File” and select your document. Click “Upload”. You will see your document listed. Then click “Submit”. The only confirmation that your plan was submitted was the change in the status.

3. The ADE Alternate Assessment Unit will approve or reject the Action Plan and send notification to the Alternate Assessment Test Coordinator. The notification for plans that were rejected will include specific feedback. Rejected plans will need to be adjusted and resubmitted.
4. To resubmit an Action Plan, follow the steps to get to the “Upload Document” page. Select the submitted document and click “Delete”. Follow step 2 to submit the new document. You will see the status change from started to submitted.
5. Follow through on your action items. You may upload progress in the space below the uploaded Action Plan, but that is not required at this time.

## Complete MSAA Training

1. Log into the MSAA system at [www.msaaassessment.org](http://www.msaaassessment.org).
2. Click on the “Test Administration Training” tab on the top menu bar.
3. View each training module for test coordinators while taking notes in your Test Administration Manual. After viewing, return to the training page to view the next module.

Congratulations! Your test coordinator training is complete. However, if you are also a test administrator, you will need to complete these steps for the test administration training. In addition, you are required to pass the final quiz.

You should also view the additional resources. There are four best practice videos that address standard administration, administering the Student Response Check, administering a level 2 writing prompt, and administering a level 3 writing prompt. The User Guide for Test Coordinators is another valuable resource you may need during the administration window.

Test coordinators are also responsible for ensuring test administrators complete training. Best practice is to hold a group training (group trainings may be held with an online meeting platform). Each test administrator will need to view each module and take the final quiz individually; however, overwhelming feedback from previous test administrators indicate that teachers are best prepared when training in a group setting with the opportunity to talk with each other and answer each other’s questions. Furthermore, new test administrators will have a better understanding of the test administration process after training with others. Any remaining questions can be directed to the [Alternate Assessment Unit](#).

Regardless of the method of training, test coordinators are able to view test administrator training status in the MSAA system. Instructions are in the User Guide for Test Coordinators.

## Monitoring Test Administration for MSAA

TCs 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, TCs are advised to collect testing calendars from all TAs and note that plans to address the needs of particular students 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 test sessions scheduled
- Students with communication difficulties

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

Use the following link to download the observation form:

[MSAA Observation Form Spring 2021](#)

Monitoring Testing for Tuitioned-Out Students:

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

## MSAA Score Reports

The MSAA Score Reports from the Spring administration will be available for Alternate Assessment Test Coordinators (TCs) late summer. Reports will be accessed through the MSAA Reporting Portal Tab in the MSAA System.

1. Go to [www.msaaassessment.org](http://www.msaaassessment.org)
2. Returning TCs will log in with the same credentials used during administration. Use the reset password option if needed.  
New TCs 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 bar.
4. Download your reports and save per district policy.

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

**Reports for the District** - *District Summary 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 Test Coordinators is available from the website. This guide has detailed instructions for downloading your reports. Look for the link on the bottom left corner of the MSAA system home page.

The [MSAA Guide for Score Report Interpretation](#) is available as well. This guide has more information on reading and using your reports.

The ADE Alternate Assessment Unit will ship two hard copies of each student report to the District of Attendance the week after the reporting portal opens. One copy is sent home to parents/guardians and the other is placed in the student’s secure file. MSAA Parent Overview Booklets accompany the student reports and should be sent home with the student. Teachers may download additional Parent Overview Booklets from the ADE Assessment website.

## MSAA Corrections Application

Your PEA may have MSAA student test records that have failed to be imported. There are errors in matching the Spring MSAA ELA, Mathematics, and Science Alternate Assessment student data test records to the state student data system.

### Corrections Application Information

The Alternate Assessment test records listed in the Corrections application have not been imported due to errors in matching test record student data to the State student data system. The student's SSID, first name, last name, and birth date on the test record must exactly match the student's demographics in ADE's student data system. The students listed in the Alternate Assessment Corrections application have a mismatch in one or more of these fields. Please compare the information shown in the Corrections application to the information in the State student data system (or the SPED72 Report) to determine the source of the mismatch. If the State student data system needs to be updated, make the correction through a district data upload/sync.

**WARNING:** There is no established process to fix an incorrectly updated student test record yet, so please verify the matched selection prior to clicking Confirm.

### Accessing the Corrections Application

The **Corrections Application** is in ADEConnect; therefore, those who will be correcting Alternate Assessment records must have an ADEConnect account with the role of Alternate Assessment Test Coordinator (only 1 person per district has this role).

1. From your ADEConnect menu list, select **Assessments**
2. Select **Corrections** from the green menu list on the left side
3. Click on the blue link, **Corrections**

**ADEConnect >> Assessments >> Corrections >> Corrections**

If you do not have access to *Alternate Assessments* in ADEConnect, you will have to contact your District/Charter Entity Administrator and request access to this application in **ADEConnect - Test Coordinator Role. This access can only be provided from the District/Charter Entity Administrator.**

Once you have access to the application, you will follow the step-by-step instructions:

4. Select Fiscal Year
5. Select a school name from the School filter (optional)
6. Select MSAA
7. Click on the blue **Search** button

#### Choosing Best Match

If the mismatch is on the student information as reported on the test, follow the steps below to make corrections:

8. Click the **EDIT** button under the **Action(s)** column to **select a student row**;
9. The best match(es) based on the current demographics on the test record will display
10. Click the **MATCH** button for the result row that shows the student's correct demographics
11. Click the **CONFIRM** button to save the correction(s)

#### Alternate Assessment Record on the SPED72– Student History Report

Student records are automatically checked against the State student data system. Once the test record demographics matches the State student data system, the student's test record will be removed from the Corrections application. A transaction record will display on the Corrections Audit Report for District Test Coordinators roles to review.

Please be aware of the deadline for correcting the mismatched records. You must review and correct your mismatched student data records by the deadline to ensure your students are counted for accountability.

