



## Special Considerations for Administering Alternate Assessments

One on one test administration for students with the most significant cognitive disabilities is challenging. This year especially, we need to be creative in finding strategies that will improve the students' experiences.

- Prepare baggies of manipulatives and other supplies needed for access to the test on an individual basis.
- Use two devices when possible during a computer administration. The test administrator will view the secure Directions for Test Administration (DTA) on one device so that the DTA does not need to be printed multiple times and the student will view the test on the other device. If the student is not able to physically click the response for multiple choice items, consider displaying the PDF of the paper test on the student's computer or printing the paper test and placing the pages in page protectors. The test administrator can enter the responses directly into the test on his/her computer. The DTA would need to be printed and laminated or placed in page protectors so it can be cleaned between administration sessions. Remember that only one test can be open at a time.
- Do not reuse materials for constructed response items. Print new materials for each student. There are 1-3 constructed response items for each grade in Mathematics and one constructed response writing prompt in ELA. There are no constructed response items in Science. Reference sheets can be reused if placed in page protectors and cleaned between administration sessions.
- Plan for frequent breaks. Whenever possible, do not try to administer the entire test in one session. If the student is only available to test in one day, plan for breaks that allow the student to leave the testing environment.
- Be creative when identifying test administrators. Arizona allows any employee who is familiar to the student and has completed training to administer MSAA. This could be speech therapists and other related service providers, paraeducators, guidance counselors, etc.

If you have any questions please contact us at [AlternateAssessment@azed.gov](mailto:AlternateAssessment@azed.gov).