



State of Arizona
Department of Education

Kathy Hoffman
Superintendent of
Public Instruction

To: *Alternate Assessment Test Coordinators*

FROM: **Bethany Spangenberg**, Director of Alternate Assessment

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ALERT: Alternate Assessment 2021 Spring Administration

MSAA Testing Window

The MSAA testing window has been extended! The new administration dates are **March 15 – May 14**.

The Assessment Section understands that it will be difficult to test all students. We are asking the DTC to document their communication including how they are communicating with parents about testing and their mitigation plans to safely administer our statewide assessments. You can contact the [Accountability Unit](#) for questions about the impact of not testing students.

There is some flexibility with test administration. Although tests must be administered in person, times and locations can vary. Please reach out to us if you have specific questions about how to administer the MSAA.

Remember: Students in Grade 10 will not be participating in alternate assessments this year.

MSAA System Access

The MSAA system opens on **March 1**. Each test administrator and test coordinator will receive log in credentials no later than February 28. Once in the MSAA system, you will be able to review your list of test administrators and student rosters. We cannot make any changes until the MSAA System opens on March 1.

To add students starting March 1:

1. For students who transferred after the start of the school year, send an email with the SSID only of the transfer students. These will be processed throughout the test administration window as needed. Student records must be updated in AzEDS before the student can be added to your roster.
2. For students who have been enrolled in the district all school year, the Alternate Assessment District Test Coordinator must submit a letter signed by the Alternate Assessment Test Coordinator and District Superintendent/Charter Holder. The letter will include a list of the students' SSIDs and an explanation for missing the students in the selection process. 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 the eligibility guidelines to allow for suitable instruction time. In this case, the IEP team is planning the instruction for the student to participate in alternate assessments the following year. **Only one letter should be submitted after reviewing your student list starting March 1.**

To remove students, send an e-mail with the SSID and the reason for removing the student (e.g., transferred out, no longer qualified).

To add test administrators, see instructions in the User Guide for Test Coordinators, which will be available in the resources section on the bottom of the MSAA dashboard. There is no need to contact the Alternate Assessment Unit for updates to your test administrator lists.

Test administrators **cannot** be removed. If you have a test administrator on your list who does not need access to the MSAA system, you can block access. See the User Guide for Test Coordinators for instructions.



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Students are not assigned directly to teachers in the MSAA system. Test administrators will have access to all students at that school. You may add access for test administrators to any school you need. **Do not move students to a different school – student information must match AzEDS.**

We do **not** recommend creating classrooms. This can take time to create and manage and it tends to cause additional issues with test administrator access to student test materials.

State Specific Policy

[Arizona's State Specific Policy](#) has been updated. Please review this document and/or presentation for important information that is not found in the training or manuals.

MSAA Science Presentation

A short introduction presentation on the MSAA Science test is now available. Details on test administration will be provided in a required training module in the MSAA system starting March 1.

Observations

Similar to previous years, both ADE and external consultants will be conducting observations. Observations for the 2021 administration will not be in person. Rather, phone or video conference interviews will be conducted outside of administration. [Observation protocols](#) and the link to submit observation feedback using a google form will be available on the Alternate Assessment website.

The District Test Coordinator's website link is <http://www.azed.gov/assessment/dtc/> then select the "Alternate Assessment" tab.

Please contact this office at AssessingSWDs@azed.gov or 602-542-8239 if you have any questions or need additional information.