



**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: February 15, 2022

ALERT: Alternate Assessment 2022 Spring Administration

MSAA Testing Window

The MSAA testing window is **March 14 – April 29**.

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.

MSAA System Access

The MSAA system opens on **February 28**. 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 February 28.

To add students starting February 28:

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 year, the Alternate Assessment Test Coordinator must submit a letter signed by the Alternate Assessment Test Coordinator and their supervisor. The letter will include a list of students' SSIDs and an explanation of why students were missed in the selection process, which was open from October 1 - November 30, 2021. 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. **Only one letter should be submitted after reviewing your entire student list starting March 1. Teachers should not be responsible for writing or submitting this letter to the DTC or the State. This task is the role of the DTC.**

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.



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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.

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. There are some circumstances under which classrooms are helpful. Please contact the Alternate Assessment Unit if you have questions about creating classrooms.

State Specific Policy

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

Observations

Similar to previous years, both ADE and external consultants will be conducting observations. Observations for the 2022 administration may or may not be in person, depending on local policy. Phone or video conference interviews may be conducted outside of administration when in person observations are not possible. [Observation protocols](#) and the link to submit observation feedback using a google form will be available on the Alternate Assessment website.

Incident Reports

New this year, we will be using the incident reporting function in the Alternate Assessments application in ADEConnect. For those of you who submitted incident reports for AIMS A Science, this is the same process. Specific instructions are included in the [State Specific Policy](#) document and attached to this e-mail.

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.



Bethany Spangenberg
Director of Alternate Assessment
Arizona Department of Education
1535 W Jefferson St, Bin #6
Phoenix, AZ 85007
(602) 542-4061
Bethany.Spangenberg@azed.gov



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