

Arizona – Multi State Alternate Assessment (MSAA) 2021

State Specific Policy

State MSAA Contact Name	Email address	Phone number
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Topic	State Policy	
Test Administrator Requirements	<p>A district employee who has completed training and is familiar to the student may administer MSAA. The test administrator must have his/her own account in the MSAA platform.</p> <p>Administration must be in person in a one on one setting and only one test can be opened at a time under the same test administrator.</p>	
Paper Version of Test	<p>A paper version of MSAA is an accommodation as our state has been administering a computer based alternate assessment since 2009. This accommodation must be documented in the student's IEP and used routinely during instruction. The District TC/School TA is responsible for printing out the test(s) directly in the MSAA system for a student with this accommodation. Only print the test sessions needed for each student.</p>	
Training for Test Administrators	<p>Training for all test administrators must be completed annually. Test Administrators must view all training modules including the new Science module. Passing the final quiz with 80% accuracy is required before access to the test(s) will be granted.</p>	
Training for Test Coordinators	<p>Training for all test coordinators is required. Test Coordinators may not close a test until training is complete.</p>	
Test Security	<p>Each Alternate Assessment Test Coordinator and District Superintendent or Charter Holder Representative must sign and submit the <i>Alternate Assessment Test Security Form for Test Coordinators</i> to the Alternate Assessment Unit annually.</p>	
Observations	<p>Test coordinators are required to complete at least one observation. Students selected for observation should be those that are more unique or for test administrators that are new or struggle with test administration. The purpose is to support test administration. PDFs are available online and should be submitted using the google form.</p>	

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School Test Coordinator or Test Coordinator	Arizona will use the term Test Coordinators only. The person designated as the Alternate Assessment Test Coordinator will assume all roles and responsibilities indicated in <i>the MSAA Test Administration Manual (TAM)</i> for Test Coordinators.
Registering Students/Creating Classrooms	The MSAA State Contact uploads all eligible students and users directly into the MSAA Assessment System. If a student was not registered during the AZ registration window (using the Student Selector Application) contact the MSAA State Contact during the first two weeks after the platform opens. Refer to The Examiner for details on requesting to add students. It is recommended that a Test Coordinator not create classrooms in the MSAA system.
Incident Reporting (Test Security Violations, Students not completing tests, opening closed tests, etc.)	The Alternate Assessment Test Coordinator must contact MSAA State Contact to report any incidents that occurred during the MSAA Alternate Assessment Test Administration. E-mails to the MSAA State Contact should include the SSID ID only of the student and a description of the incident.
Scribe and Transcription	<p>The scribe accommodation is used when a student is physically unable to respond to any portion of the test. The test administrator will input the student response into the MSAA platform. The scribe accommodation must be documented as a testing accommodation in the student's IEP and used routinely during instruction.</p> <p>Transcription is used when a student is physically able to respond to a test item in a format other than the computer administration. If the test administrator enters the student's response exactly how it was originally produced into the MSAA platform, transcription is used. One example is the student completing the writing prompt on paper and the test administrator typing the exact response into the platform.</p>
Graphic Organizers for the Writing Prompt	A student may use a graphic organizer for the MSAA writing prompt if the graphic organizer is familiar to the student and if the Directions for Test Administration can be read exactly as written while the student generates the response. This is not considered an accommodation.

Intervener	<p>The role of the intervener is to provide effective, deafblind specific intervention for a child with deaf-blindness. The intervener works under the direction of the classroom teacher.</p> <p>Intervener Support to Access to DTA</p> <p>To prepare for intervener supports for a student with deaf/blindness, the intervener and/or additional certified support staff (i.e., Hearing Impaired teacher) may review the Directions for Test Administration (DTA) prior to administration of the test. The DTA will need to be downloaded onto a flash-drive. All reviews must take place at the school with no students present and be coordinated through the Test Coordinator (TC) with adherence to test security procedures. Neither the additional certified support staff nor the intervener will be required to complete the MSAA Online training modules. The student's Test Administrator will complete the training modules and work collaboratively with student's team to prepare and administer MSAA. Any additional support staff and the intervener will be required to read and sign the <i>Alternate Assessment Test Security Agreement Form</i> for TAs and return it to the TC. This review is to verify that the supports provided by the intervener will be prepared to support the student.</p>
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