



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: April 12, 2021

REMINDERS - 2021 MSAA Test Administration

Good afternoon Alternate Assessment Test Coordinators,

As we are now halfway through the testing window, there are a few reminders to share with you.

- **Directions for Test Administration (DTAs)** are required for test administration. There have been several reports that DTAs have not been used. Not using the DTAs will result in a test invalidation. Please make sure all of your test administrators are downloading and using the DTAs. *Refer to instructions on pages #17-18 of the [User Guide for Test Administrators, 2021](#):*

TA Directions – this option refers to the DTA.	
From the Actions button, select Directions for Test Administration .	
Note: You will need to have Adobe Reader installed on your computer or laptop in order to open the file.	

- **There are user accounts that have not yet been accessed in the [MSAA system](#).** Please check that your test administrators have logged in and started training. If you or your test administrators need assistance accessing your account, please contact the MSAA Service Center.
Phone: 866-834-8879
Email: MSAAServiceCenter@cognia.org
- We understand that not all students can be tested this year. Please use the “Test Status Summary” tab to view progress and follow up with schools or test administrators as needed.
- **If a test status is “In progress” when the test is not being administered**, the test administrator should contact the MSAA Service Center or the ADE Alternate Assessment Unit to have the test unlocked.
- The MSAA system closes at **5:00 PM MST on Friday, May 14**. After this time, test coordinators and test administrators will **not** have any access to the MSAA system.
 - If a student has started a test with some responses but is not available to complete testing, the test administrator will click through to submit the test before the system closes on May 14.



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- If a student has consistently demonstrated no observable response following the SRC and guidance in the training modules, the test coordinator must close all content areas (ELA, Mathematics, and Science if applicable) before the system closes on May 14.
- Links to documents providing guidance and suggestions for test administration: [Statewide Assessment Creative Solutions for Test Administration](#) and the [Alternate Assessment Test Administration Guidance](#)
- **Professional development certificates** for all users who have completed training will be e-mailed to test coordinators by the end of next week.
- The completed and signed [2020-2021 Alternate Assessment Test Security Agreement for Test Administrator](#) form(s) must be stored at your district office for 6 years – Do not return to the ADE.

If you have any questions or need additional information, please do not hesitate to contact us at AssessingSWDs@azed.gov or at 602-542-8239.