



**State of Arizona
Department of Education**

To: **Alternate Assessment Test Coordinators**

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

Date: **March 14, 2022**

REMINDER: Alternate Assessment 2022 Spring Administration Opened Today!

The MSAA testing window opens Monday, March 14 and closes Friday, April 29 at 5:00 pm MST.

MSAA log in credentials for test administrators and test coordinators were sent out on February 28. If you did not receive your log in information, please contact MSAAServiceCenter@cognia.org or alternateassessment@azed.gov.

MSAA Training Modules

Test administrators must complete the training and complete the quiz with a score of 80% or higher. Test coordinators must complete the training, but will not take a quiz. Please remember that test coordinator training is required before closing a test.

MSAA Changes

To add students:

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 10/01/2021 – 11/30/2021. 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, etc.)



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To add test administrators:

See instructions in the [Test Coordinator User Guide](#), 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 [Test Coordinator User Guide](#).

MSAA Classrooms

We do **not** recommend creating classrooms. Classrooms can cause additional issues with test administrator access to student test materials. Please contact our office if you think you need to use the classroom feature. 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 records must match AzEDS.**

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

Like 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. The [MSAA observation form](#) 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 for Submitting an [Incident Report](#).

PD Certificates

The Alternate Assessment Unit provides professional development certificates for participation in alternate assessment trainings (MSAA). Certificates will automatically be e-mailed to test coordinators in April 2022.

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