



**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: May 14, 2021

REMINDER – MSAA Test Window Closing May 14

Good morning Alternate Assessment Test Coordinators,

2021 MSAA Test Administration - Final Preparations

Please monitor to ensure that all students have completed testing (ELA, Math, and Science) by May 14, 2021. Any tests with an “in progress” status on May 14 should be submitted by clicking through the rest of the items. Tests for students who were not available for in-person testing will remain “not started”. **Do not close these tests.** Closed tests are only for students with no observable communication. All tests must display one of the following test statuses: **Submitted, Closed, or Not Started.** Once the testing window closes, there will be **no access** to the MSAA system, and there is no final closeout.

**The test window for MSAA will close at
5:00pm MST on Friday, May 14, 2021.**

MSAA End of Test Survey (EOTS)

Test Administrators are required to complete one EOTS survey. The TA will complete this through the Actions Button for one student; however, the survey allows for opportunities to provide feedback on multiple students through one survey. The MSAA EOTS does not impact the submission of the students’ tests. The information collected from these surveys will provide valuable information for future administrations as well as allow TAs to provide feedback to the state and MSAA. The EOTS must be completed by the end of MSAA Test Window at 5:00 pm MST on May 14, 2021.

Securely Shredding and Deleting MSAA Test Materials

Test coordinators are responsible for ensuring that printed test materials have been securely shredded after the close of the testing window. Downloaded test materials (DTAs, printed versions of a student’s test, etc.) must be deleted from the desktop and download folders and the recycle bin must be emptied. See page 30 of the Test Administration Manual (TAM) for guidance. TAMs are not secure test materials and do not have to be shredded. These may be discarded or kept. Do not send any materials to ADE.

MSAA Professional Development Hours Certificate

Professional development hours certificates were e-mailed to Alternate Assessment Test Coordinators in April. Please distribute the PD certificates to those individuals who completed the MSAA TA and/or TC training modules. There are separate certificates for Test Coordinators and Test Administrators.



**State of Arizona
Department of Education**

MSAA Reports

The MSAA reporting portal will be open from August 2 - September 24, 2021. Reports will be available for ELA and Mathematics. Reports are available at the District of Attendance (DOA) so your tuitioned-out and privately placed students will not be included in your reports. Please work with the DOA to get the results.

The MSAA Science was a field test this year so no reports will be available to LEAs. The purpose of a field test is to gather data on the item and information about the use of technology rather than to provide district, school, and student data. More information on field testing was presented in a Friday Focus Webinar last fall.

More information on downloading reports and receiving hard copies of the student reports will be sent to the test coordinator prior to August 2.

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.