

# **District Test Coordinator Handbook**

**2022-2023**



## **Assessments**



# Assessments

## Alternate Assessment Test Coordinator Checklist

**This form is for your use only; DO NOT return to ADE (Arizona Department of Education).**

District/Charter Name:

TC (Test Coordinator) Name:

Dates	Details
September 2022	Generate a list of students in Grades K-12 participating in alternate assessments. Note students in Grades 3 and 4 who are learning foundational braille. Page 5
October-November 2022	Student Selector Application opens (all students must have correct data records in AzEDS). Page 6
October 17, 2022-March 17, 2023	Alt ELPA training is available in the <a href="#">LMP portal</a> . Ensure test administrators have completed training. Page 9
November 2022	Submit student information if notified that the LEA exceeded 1% participation in 2022. Page 10
December 2022	Submit Action Plain if the LEA exceeded 1% participation in 2022. Page 12
February 1-March 17, 2023	Monitor Alt ELPA administration. Page 14
February 27, 2023	MSAA (Multi State Alternate Assessment) training opens and can be found on <a href="http://www.msaaassessment.org">www.msaaassessment.org</a> . Page 15
March 13-April 28, 2023	Monitor MSAA administration. Page 16
July 2023	Update data in Corrections Application, if notified. Page 17
August 2023	MSAA score reports are available for printing. Page 19
Summer 2023	Alt ELPA score reports are available. Page 19

**\*Dates are subject to change.** Refer to the Alternate Assessment and District Test Coordinator websites for updates.

**LINKS to various TC resources:** [The Examiner](#) - [District Test Coordinators](#) - [MSAA System](#) – [Alt ELPA Portal](#)

**Questions?** Please contact the Alternate Assessment: [AlternateAssessment@azed.gov](mailto:AlternateAssessment@azed.gov)

## ADEConnect Information

The **Alternate Assessment** application is accessed through ADEConnect:

- The designated District Test Coordinator (DTC) must have an active account in ADEConnect, and the role of “**Alternate Assessments: Test Coordinator**” assigned.
- \*NEW: Teachers that will be administering the Alternate Assessments do not need accounts in ADEConnect.

### Procedure to request the corresponding ADEConnect alternate assessment role(s):

1. Contact the designated ADEConnect **Entity Administrator** for your district/charter. Ask your entity administrator to assign the role of Alternate Assessment Test Coordinator to your user account.
2. ADEConnect users are notified via email when the ADEConnect role has been activated. If you have any questions or need assistance, please contact our office at [AlternateAssessment@azed.gov](mailto:AlternateAssessment@azed.gov).

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### ADEConnect information for Entity Administrator(s)

The designated ADEConnect Entity Administrators are responsible for ensuring that their ADEConnect users will be able to take advantage of the convenience and security ADEConnect offers. ADEConnect Entity Administrators can view [instructions for managing accounts](#).

## District of Residence and District of Attendance

For students who are enrolled in an LEA (the District of Residence or DOR) and attend school at another LEA or a private placement (the District of Attendance or DOA), there are different procedures for each process. The table provides an overview of the responsibilities of each entity.

District of Residence	District of Attendance
Ensure the student records are accurately reflected in AzEDS (verify current enrollment, special education program, special education need, and passes integrity using SPED10 and SPED72 reports).	Notify the DOR if student records are missing or incomplete.
Notify the Alternate Assessment Unit if there are issues with a student's records that will not be resolved before the close of the Student Selector Application.	Identify students in the Student Selector Application (see instructions on page 7).
Monitor the testing progress for MSAA by contacting the DOA.	Administer MSAA to all participating students and communicate progress with the DOR.
Work with the DOA to obtain the MSAA results.	Download the student reports and share results with the DOR.

## Selecting Eligible Students

Eligibility determination is an annual IEP (Individualized Education Program) team decision. Eligibility for students must be made early in the school year to ensure the opportunity for an adequate period of standards-aligned instruction guided by the Core Content Connectors prior to test administration. To participate in Arizona's alternate assessments, students must meet specific eligibility criteria. When making this decision, IEP teams must consider and document how the student meets each of the criteria, using the Alternate Assessment [Participation Decision Documents](#) as guidance. The [Eligibility Form](#) is located on the ADE, Alternate Assessment MSAA webpage under the eligibility tab. Test Coordinators will generate a list of students who will be participating in alternate assessments that will be used when the Student Selector Application opens in October. Be sure to verify student records in AzEDS by checking your SPED72 report. Students must have a current need and program and pass integrity.

## Student Selector Application

The Student Selector Application in ADEConnect will open in October. Only the Alternate Assessment Test Coordinators (TCs) can identify the eligible students for MSAA ELA and Math (Grades 3-8 and 11), MSAA Science (Grades 5, 8, and 11), and Alt ELPA (Grades K-12 who are identified as ELs).

**TCs will also create a list of test administrators in the Alternate Assessment application.**

TCs will follow district policy to generate a list of eligible students. TCs will then confirm that list with their teachers before identifying the eligible students into the Student Selector Application. ADE will then extract and import student and teacher information into the testing platforms based on enrolled grade level and EL status. *Please notify your teachers early so that they are prepared to assist you in developing complete lists of students this fall.*

Additional Information:

- Students are identified by the District of Attendance (DOA). The District of Residence must ensure records are updated to reflect attendance and special education program at the DOA for the DOA to be able to identify students in the application.
- Braille is available for assessing ELA Foundational reading standards (grades 3 and 4) only. TCs must identify any students in Grades 3 and 4 who are learning foundational Braille.
- **The No Response Option is not applied to MSAA or Alt ELPA.** Please review the training modules and Test Administration Manuals for the procedure to administer the tests to students who are still working on observable communication.

## Tuitioned-Out and Privately Placed Students

Although the District of Attendance (DOA) registers the student in the Student Selector Application, the TC at the District of Residence (DOR) must communicate with the DOA to ensure that the student lists are correct.

## Instructions – Student Selector Application

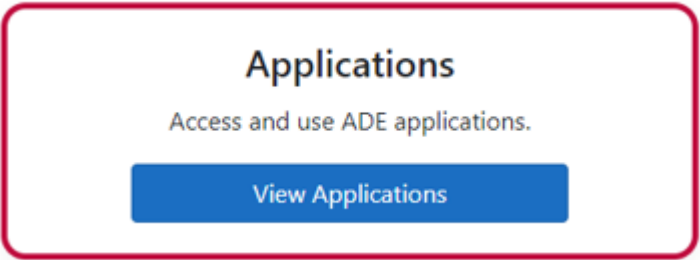
1. Log into ADEConnect



Students & Families Educators Administrators Programs & Supports About ADE ADEConnect Q



2. Click “View Applications”



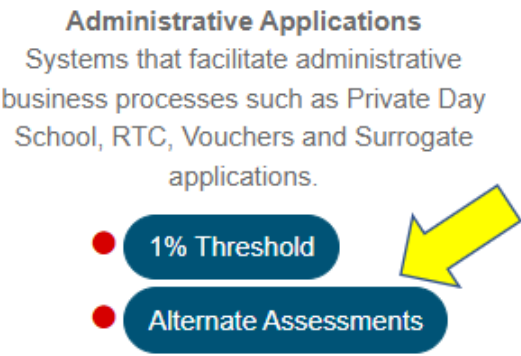
3. Click “Exceptional Student Services Portal” under the **district** level entity.

**Applications**

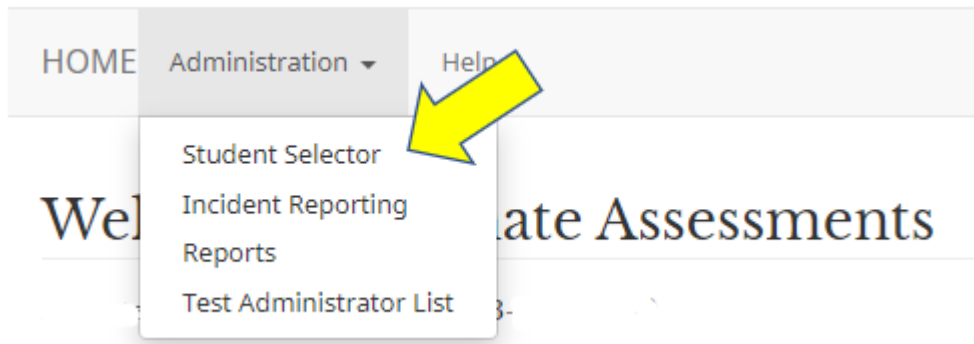
[Hide All]

Arizona Department of Education (79275)	[ - ]
ADE Motor Pool Reservation System	☆ <a href="#">↗</a>
Assessment Asset Tracker	☆ <a href="#">↗</a>
Assessments	☆ <a href="#">↗</a>
Assessments Portal	☆ <a href="#">↗</a>
AZDash	☆ <a href="#">↗</a>
AzEDS Identity	☆ <a href="#">↗</a>
AzEDS Identity UAT	☆ <a href="#">↗</a>
AzEDS Portal	☆ <a href="#">↗</a>
AzEDS Portal UAT	☆ <a href="#">↗</a>
Education Organization System	☆ <a href="#">↗</a>
Entity Administration	☆ <a href="#">↗</a>
Event Management System (EMS)	☆ <a href="#">↗</a>
Exceptional Student Services Portal	☆ <a href="#">↗</a>
File Metrics	☆ <a href="#">↗</a>
IT Change Management	☆ <a href="#">↗</a>

4. Click “Alternate Assessments” under the “Administrative Applications” heading.



5. Click on “Student Selector” under the “Administration tab.



**If you do not have the Administration tab on top, you are logged in under a school, not under the district. Go back to your list of applications in ADEConnect and ensure the district heading is on top.**

6. Choose a school. Then, select students by clicking the check box on the left.

Selected?	State Student ID	Student	DOB	Gender	Grade	English Learner	Learning Foundational Braille in grades 3 and 4 only
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- If a student is not on your list or if the displayed student information is incorrect, the student records must be updated in AzEDS. ADE cannot manually add students to the Student Selector Application or change the student data. Student records can be verified by reviewing the SPED72 report.
- Select the box on the right only for students in Grades 3 and 4 who are blind or visually impaired and are learning foundational braille. Braille cards for the foundational reading items will be sent to test coordinators based on this information. This is not a braille test form.

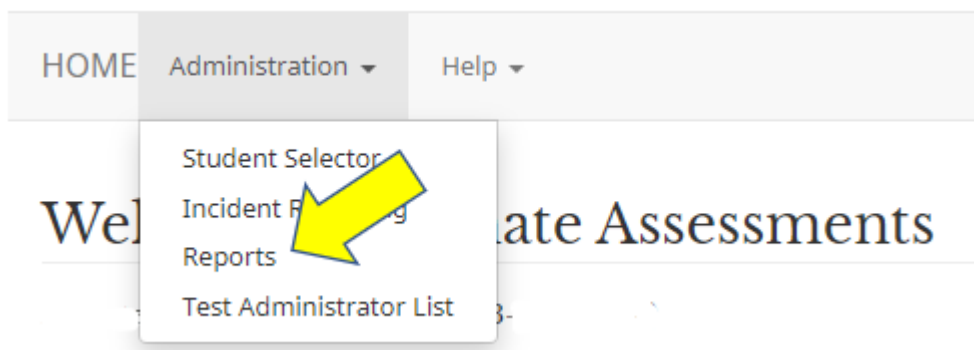
7. Click “save.” You can return any time during the registration window to make changes.

Save

Cancel



8. Download a copy of the Student Selector Report. Go back to the “Administration” tab and click “Reports.”

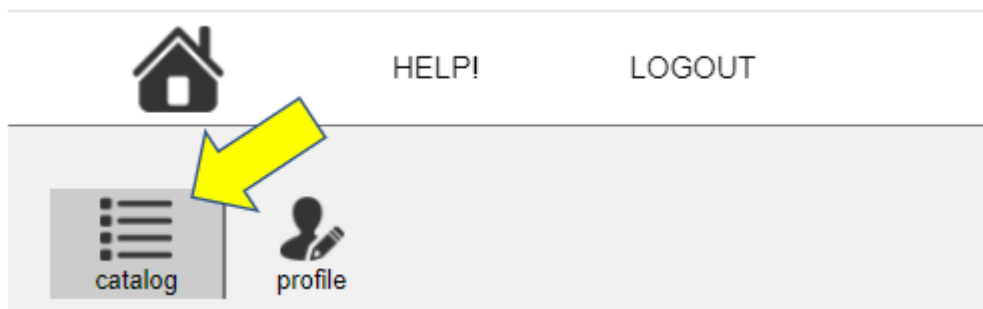


The reports page will only have the option to run the Student Selector Report. Click “Run Report” and download the report. Verify all eligible students are on this report.

If you selected a student who is not on this report, the student was dropped because the student records have changed. Records are matched to AzEDS every night. If there is a change in name, grade, or school, you will need to re-select the student.

## Complete Alt ELPA Training

1. Visit the LMS portal: [https://training.elpa21.org/index\\_login.php](https://training.elpa21.org/index_login.php) and create an account. Instructions were sent in a notification. Please contact us if you would like us to send the instructions again.
2. Go to the catalog on the upper left.



3. Find the Alt ELPA training modules. **Do NOT view the ELPA21 modules**-we do not administer that assessment.
4. Click on “register” and check the boxes to agree to the terms to start the training.
5. After training is complete, you will receive a certificate of completion that you can download from the system. This will not be valid for certification requirements. Separate certificates for PD hours will be sent to test coordinators to distribute to the applicable test administrators.

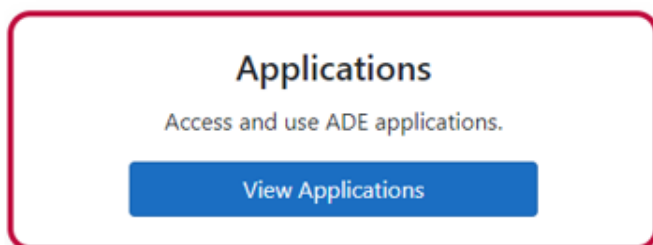
## Submit Student Information – 1% Threshold

When an LEA exceeds 1% of students participating in alternate assessment, the State is required to provide oversight. An initial notification will be sent from the ADE Alternate Assessment Unit to the LEA’s Alternate Assessment Test Coordinator. The first step of the oversight process is to gather student information to determine if eligibility criteria was followed.

1. Log into ADEConnect



2. Click “View Applications”



3. Click “Exceptional Student Services Portal” under the **district** level entity.

### Applications

[Hide All]	
Arizona Department of Education (79275)	[+]
ADE Motor Pool Reservation System	☆ <a href="#">↗</a>
Assessment Asset Tracker	☆ <a href="#">↗</a>
Assessments	☆ <a href="#">↗</a>
Assessments Portal	☆ <a href="#">↗</a>
AZDash	☆ <a href="#">↗</a>
AzEDS Identity	☆ <a href="#">↗</a>
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File Metrics	☆ <a href="#">↗</a>
IT Change Management	☆ <a href="#">↗</a>



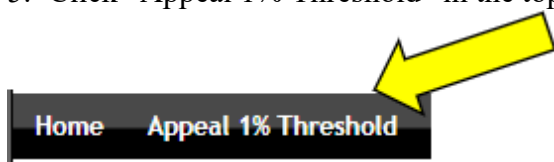
4. Click “1% Threshold” under administrative applications.

**Administrative Applications**  
Systems that facilitate administrative business processes such as Private Day School, RTC, Vouchers and Surrogate applications.

● **1% Threshold**

● **Alternate Assessments**

5. Click “Appeal 1% Threshold” in the top menu bar.



6. You will see the complete list of students who participated in alternate assessment for the year we are monitoring, which is usually the previous school year. The student records in this application are records associated with that student last year and cannot be changed. The column on the right shows the status. “N/A” means additional information is not required, “Requested” means that additional information is required and incomplete, “Submitted” means that all additional student information has been submitted and no further action is needed for that student. To add student information, click the name of any students that are hyperlinked.
7. Add all the required information. The eligibility determination form has been updated to make this process easier for test coordinators.
  - a. Response box: copy IEP goals and objectives that support that the student is instructed in grade level academic standards as well as statements from the IEP that the student requires extensive direct instruction to make meaningful academic gains. DO NOT copy and paste an entire IEP or MET. If the IEP team has used the updated eligibility form, you can take this information directly from that document.
  - b. Current MET date: date of the MET used when determining eligibility.
  - c. IQ Scores: click “Add IQ Score.” Enter a test name and the composite score. To add more than one score, click the “Add IQ Score” again. If the student does not have an IQ/cognitive score available, click “Add IQ Score,” enter “Not available” for the test name, and “0” for the score. Include in the response box the reason the student does not have a score available. Scores may be taken from the updated eligibility form.

- d. Achievement Test Scores: these are academic test scores. Follow the same instructions for IQ scores.
  - e. Adaptive Behavior Ratings: Follow the same instructions as IQ scores. Remember that adaptive scores are required for eligibility determination according to eligibility criteria. A student may not participate in alternate assessments without adaptive scores.
8. Repeat for all hyperlinked students. Once information is submitted for all students, you will be able to click the “continue” button at the bottom of your student list, which will take you to the next step in the monitoring process.

At this point, you have completed the first step. WAIT for further instructions. Any uploaded Action Plans submitted before the LEA is notified of tier and disproportionality will be rejected.

## **Submit Action Plan**

After reviewing student information, the ADE Alternate Assessment Unit will send a second notification that includes the LEA tier and if any disproportionality was identified.

- As a team, the Alternate Assessment Test Coordinator, SPED Director, and any other stakeholders should meet to discuss the contents of the Action Plan. Action Plan components must include:
- Current Percentage: found on the initial notification
- Goal Percentage: what is reasonable for the LEA. This would ideally be 1%, but for LEAs with special circumstances (small LEA where one student participating is over 1%, specialized schools where most of the students have an IEP, etc.). Regardless of the special circumstances, the goal percentage should be less than the current percentage. The goal may not be higher than the current percentage.
- Justification: this is an explanation of why the LEA exceeded 1% of students participating in alternate assessments. The team will talk about a range of factors specific to the LEA that directly or indirectly impact percentages. This section should not be a summary of the students who participate in alternate assessments and should not include less than 10 student counts. Justification sections for all LEAs from the previous monitoring are posted on the alternate assessment website.
- Action Plan: List the steps the LEA will take as measurable actions that address your unique issues related to your percentages. Training IEP teams on eligibility is required for all LEAs.
- Disproportionality: ADE calculates this. Refer to the second notification. In many cases, no disproportionality is identified, and this section should have “N/A.”
- If disproportionality is identified, the LEA must review eligibility for all students in the given categories and ensure that those students meet eligibility

criteria. This section is federally required.

- ADE Alternate Assessment Requests: LEAs may ask for support as identified by the team creating the Action Plan. Training, webinars, and other resources are common requests, and this section has helped the Alternate Assessment team focus efforts on effective support. Keep in mind that not all requests are feasible. The Alternate Assessment Unit does retain these requests and follows up with the Alternate Assessment Test Coordinator.

Action Plans may be rejected if they do not meet these requirements. Common reasons for rejection last year include describing individual students or using counts less than 10 in the justification section and not addressing disproportionality.

An Action Plan Template will be available in both PDF and Word versions.

- Upload the Action Plan in the 1% Threshold application. To log into the application, follow steps 1-4 for “Submitting Student Information”. At the bottom of your student list, click “continue.”



You will go to the “Upload Documents” page. Your Action Plan status says “Started.”

- Click “Choose File” and select your document. Click “Upload.” You will see your document listed. Then click “Submit.” The only confirmation that your plan was submitted was the change in the status from “started” to “submitted.”
- The ADE Alternate Assessment Unit will approve or reject the Action Plan and send notification to the Alternate Assessment Test Coordinator. The notification for plans that were rejected will include specific feedback. Rejected plans will need to be adjusted and resubmitted.
- To resubmit an Action Plan, follow the steps to get to the “Upload Document” page. Select the submitted document and click “Delete.” Follow step 2 to submit the new document.
- Follow through on your action items. You may upload progress in the space below the uploaded Action Plan, but that is not required at this time.

## **Monitor Alt ELPA**

TCs are required to monitor progress and support test administrators. Please ensure all students have been tested. More information on using the [Cambium portal](#) and tracking test administration will be available in the user guide and Test Administration Manual. There are no formal observation protocols for Alt ELPA.

## Complete MSAA Training

1. Log into the MSAA system at [www.msaaassessment.org](http://www.msaaassessment.org).
2. Click on the “Test Administration Training” tab on the top menu bar.
3. View each training module for test coordinators while taking notes in your Test Administration Manual. After viewing, return to the training page to view the next module.

Congratulations! Your test coordinator training is complete. However, if you are also a test administrator, you will need to complete these steps for the test administration training. In addition, you are required to pass the final quiz.

You should also view the additional resources. There are four best practice videos that address standard administration, administering the Student Response Check, administering a level 2 writing prompt, and administering a level 3 writing prompt. The User Guide for Test Coordinators is another valuable resource you may need during the administration window. The ADE Alternate Assessment Unit posts a document with [State-Specific Policy](#). It is the responsibility of the Alternate Assessment Test Coordinator to be familiar with and comply with this policy. Information in the State-Specific Policy document is not included in the training or the Test Administration Manual.

Test coordinators are also responsible for ensuring test administrators complete training. The best practice is to hold a group training (group training may be held with an online meeting platform). Each test administrator will need to view each module and take the final quiz individually; however, overwhelming feedback from previous test administrators indicate that teachers are best prepared when training in a group setting with the opportunity to talk with each other and answer each other’s questions. Furthermore, new test administrators will have a better understanding of the test administration process after training with others. Any remaining questions can be directed to the Alternate Assessment Unit.

Regardless of the method of training, test coordinators can view test administrator training status in the MSAA system. Instructions are in the User Guide for Test Coordinators.

## **Monitoring Test Administration for MSAA**

TCs are required to monitor the progress of all administrations of MSAA and to observe at least one test administration during the testing window. Prior to the opening of the test window, TCs are advised to collect testing calendars from all TAs and note that plans to address the needs of individual students appear early in the window. These may include:

- Students with frequent absences
- Students with behavioral needs that may impact test administration
- Students whose attention is limited or who tire easily, needing multiple test sessions scheduled
- Students with communication difficulties

When calendars do not reflect such considerations, TCs may suggest modifications to the TA planning calendar in anticipation of circumstances that may impact successful test participation. Frontloading these students in the TA's testing calendar provides opportunities for the recommended multiple attempts prior to closing a test. TCs should plan to observe these test administrations whenever possible to gather evidence to support any subsequent decisions to close the tests.

The link to the observation form will be sent to TCs before the testing window opens.

\*\*\* Monitoring Testing for Tuitioned-Out Students:

Monitoring Testing for Tuitioned-Out Students:

The District of Residence will need to contact the TC at the District of Attendance to ensure that testing for any tuitioned-out and private placement students is scheduled and follow up to verify that it has been completed.

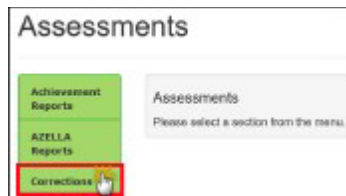


## Corrections Application

At times, the student data in the MSAA results file no longer matches with the student data in AzEDS. Accountability is not able to use student records without an exact match. If there are any students in your district/charter that need corrections, you will be contacted by the ADE Alternate Assessment Unit.

### Accessing the Corrections Application

1. From your ADEConnect list of applications (see pages 5-6 for instructions), select “Assessments”.
2. Select “Corrections” from the green menu list on the left side.



3. Click on the blue “Corrections” link.



4. Select Fiscal Year.
5. Select a school name (optional)
6. Select MSAA
7. Click on the blue “Search” button

A screenshot of the 'Student Demographic Corrections App' form. It features several dropdown menus: 'Fiscal Year' (set to 2020), 'District' (set to All Districts), 'School' (set to All Schools), and 'Assessment' (set to AZELLA Placement). A blue 'Search' button is located to the right of the 'Assessment' dropdown. A red box highlights the 'Fiscal Year' and 'Assessment' dropdowns. A yellow callout box with an information icon says 'Click on the information icon for directions'.

8. Click the “Edit” button under the “Actions” column to select a student row.
9. The best match(es) based on the current demographics on the test record will be displayed.
10. Click the “Match” button for the result row that shows the student’s correct demographics.
11. Click the “Confirm” button to save the correction(s).

A screenshot of the 'Match Results' table. The table has columns for 'Last Name', 'First Name', 'Birth Date', and 'Gender'. It shows a list of student records. A red box highlights the 'Edit' button in the 'Actions' column for the first row. Another red box highlights the 'Match' button for the same row. The table also includes a 'Grade' dropdown and a 'Showing 1 to 3 of 3 entries' indicator at the bottom.

If the student's demographics you are seeking are not displayed in the initial match results list, you can search by SSID to retrieve the demographics.

Student records are automatically checked against the State student data system. Once the MSAA test record demographics matches the State student data system, the student's MSAA test record will be removed from the Corrections application. A transaction record will be displayed on the Corrections Audit Report for District Test Coordinators to review.

## MSAA Score Reports

The MSAA Score Reports from the Spring administration will be available for Alternate Assessment Test Coordinators (TCs) in late summer. Reports will be accessed through the MSAA Reporting Portal Tab in the MSAA System.

1. Go to [www.msaaassessment.org](http://www.msaaassessment.org)
2. **Returning** TCs will log in with the same credentials used during administration. Use the reset password option if needed.  
New TCs will have an account generated the week prior to the reporting portal. Use the link in the auto-generated e-mail to log in.
3. Go to the “Reports” tab on the top menu bar.
4. Download your reports and save per district policy.

The following reports will be available to download through the MSAA Reporting Portal:

**Reports for the District** - *District Summary Reports, District Roster Reports and Student Results File CSV;*

**Reports for the School** - *School Summary Reports, School Roster Reports, Individual Student Reports, and Student Results File CSV.*

The MSAA User Guide for Test Coordinators is available from the website. This guide has detailed instructions for downloading your reports. Look for the link on the bottom left corner of the MSAA system home page.

The [MSAA Guide for Score Report Interpretation](#) is available as well. This guide has more information on reading and using your reports.

The ADE Alternate Assessment Unit will ship two hard copies of each student report to the District of Attendance the week after the reporting portal opens. One copy is sent home to parents/guardians and the other is placed in the student’s secure file. MSAA Parent Guides accompany the student reports and should be sent home with the student. Teachers may download additional Parent Guides from the ADE Assessment website.

## Alt ELPA Score Reports

Information on Alt ELPA reporting windows is not available at the time of publication. As with all new assessments, a standard setting will be conducted, which delays reporting windows. Please look for more information on the window for reporting and instructions for accessing reports after the test window closes.

## Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.