

To: **Alternate Assessment Test Coordinators**

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

Date: September 23, 2022

ALERT: Fall Announcement: Handbook, Student Registration, and Alt ELPA

Alternate Assessment Test Coordinator Handbook

The [District Test Coordinator Handbook](#) has been updated to reflect the current information, tasks, and deadlines for alternate assessment activities for the 2022-2023 school year. Please reference this document throughout the year to ensure all deadlines are met. Please note that not all information for Alt ELPA is available yet. More information will be uploaded to the [Cambium platform](#) and the [LMS](#).

Student Registration

The **Student Selector Application** in ADEConnect will open from **October 3, 2022 to November 30, 2022**, for identifying students for alternate assessments this school year. The IEP team must determine eligibility for alternate assessment before the close of the Student Selector Application to allow for suitable instructional time before administration. 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 and eligible for alternate assessments).

- 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) for MSAA only. Test Coordinators 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.
- Although the District of Attendance (DOA) registers the students in the Student Selector Application, the Test Coordinator at the District of Residence (DOR) must communicate with the DOA to ensure that the student lists are correct.
- If a student is not on your list, the student records must be updated in AzEDS. ADE cannot manually add students to the Student Selector Application. Student records can be verified by reviewing the SPED72 report.
- Instructions for accessing the application is on **page 6** of the [District Test Coordinator Handbook](#). Detailed instructions for selecting students are available to download from the application.

To meet criteria for alternate assessments, the student must meet all participation criteria descriptors:

1. The student has a significant cognitive disability.
2. The student is learning content linked to (derived from) state content standards.
3. The student requires extensive direct individualized instruction and substantial supports to achieve measurable gains in the grade-and-age-appropriate curriculum.

NOTE: [The Alternate Assessments Eligibility Form](#) has been updated for the 2022-23 school year. The form is required for IEP meetings going forward. The eligibility criteria have not changed. IEP teams do not need to amend the IEP for students who were already determined eligible using the previous form.

If you have not submitted the [Alternate Assessment Test Security agreement](#) for the 2022-23 school year, please fill out the form in its entirety and follow the directions to prevent delayed access for this school year.

We want to thank all our Alternate Assessment Test Coordinators and IEP teams for their efforts in following eligibility criteria to make assessment decisions for your students.

Alt ELPA Information

Training for Alt ELPA will be available in the [LMS](#) starting October 17, 2022. Please share the attached directions for creating accounts with your test administrators. Alt ELPA will be administered in the [Cambium platform](#). Sample items will be available soon. Platform User Guides will also be uploaded.

Please remember that students may be uploaded to both alternate assessment and other assessment platforms (e.g., Pearson for AZELLA and AASA). You must communicate with the AZELLA and Achievement Test Coordinators to ensure that students who are eligible for alternate assessments do not participate in other assessments. You can reach out to the AZELLA team or the AASA team with questions on managing student lists for those assessments.

Alt ELPA FAQ:

1. When and where is the training for Alt ELPA?
Training will be available in the [LMS](#) starting October 17.
2. How are students registered for Alt ELPA?
Alternate Assessment Test Coordinators will register students in the Student Selector Application from October 3 – November 30. Please see the [handbook](#) for instructions.
3. Who administers Alt ELPA?
ADE recommends that the classroom teacher administers Alt ELPA. Teachers understand the communication needs of the student best, which will be important when assessing receptive and productive communication skills.

If you have any questions, please contact us at AlternateAssessment@azed.gov or 602-542-8239.