

Arizona – Multi State Alternate Assessment (MSAA) 2023

State Specific Policy

State MSAA Contact Name	Contact Information
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Topic	State Policy
Test Administrator Requirements	<p>A district employee who has completed training and is familiar to the student may administer MSAA. The test administrator must have his/her own account in the MSAA platform. The ADE Test Security Agreement Form for Test Administrators must be signed and retained at the district for 6 years.</p> <p>Administration must be in person in a one-on-one setting and only one test can be opened at a time under the same test administrator.</p>
Paper Version of Test	<p>A paper version of MSAA is an accommodation as our state has been administering a computer based alternate assessment since 2009. This accommodation must be documented in the student's IEP and used routinely during instruction. The District TC/School TA is responsible for printing out the test(s) directly in the MSAA system for a student with this accommodation. Only print the test sessions needed for each student.</p>
Training for Test Administrators	<p>Training for all test administrators must be completed annually. Test Administrators must view all training modules including the new Science module. Passing the final quiz with 80% accuracy is required before access to the test(s) will be granted.</p>
Training for Test Coordinators	<p>Training for all test coordinators is required. Test Coordinators may not close a test until training is complete.</p>
Test Security	<p>Each Alternate Assessment Test Coordinator and District Superintendent or Charter Holder Representative must sign and submit the Alternate Assessment Test Security Form for Test Coordinators to the Alternate Assessment Unit annually.</p>

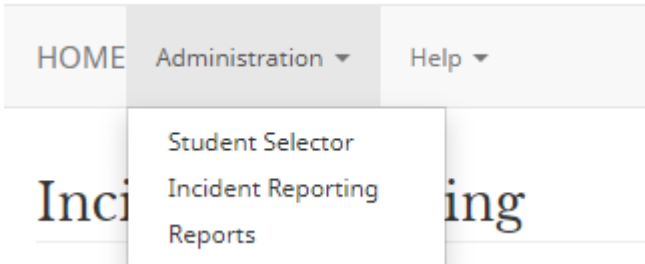
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Observations	Test coordinators are required to complete at least one observation. Students selected for observation should be those that are more unique or for test administrators that are new or struggle with test administration. The purpose is to support test administration. PDFs of the observation form are available online and should be submitted using the google form .
Test Locations	Testing may occur where the student receives instruction provided it is a secure test environment. Students who receive instruction in a school building should be tested at that building. Students who receive instruction in a home or hospital setting should be tested in the same setting as their instruction. Contact the Alternate Assessment Unit to discuss unique circumstances.
Homebound Students	If a student receives in-person instruction at home or another non-school setting, the test is administered at that location. Test administrators must maintain a secure test environment. If a student is not receiving in-person instruction and the parent is not willing to provide the student for testing, the student cannot be tested. Please submit an incident report documenting the situation.
Registering Students/Creating Classrooms	ADE uploads all eligible students and users directly into the MSAA Assessment System. If a student was not registered during the AZ registration window (using the Student Selector Application) contact the MSAA State Contact during the first two weeks after the platform opens. Test Coordinators may not add students to the MSAA system. Students added by the test coordinator will be removed. Refer to The Examiner for details on requesting to add students. It is recommended that a Test Coordinator not create classrooms in the MSAA system. ADE will not manage students or test administrators in classrooms.
Incident Reporting (Test Security Violations, Students not completing tests, opening closed tests, etc.)	Alternate Assessment Test Coordinators must use the Incident Report function in the Alternate Assessment application in ADEConnect. Do not take action until the Alternate Assessment Unit responds to the incident. See step-by-step instructions at the end of this document.

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Graphic Organizers for the Writing Prompt	A student may use a graphic organizer for the MSAA writing prompt if the graphic organizer is familiar to the student and if the Directions for Test Administration can be read exactly as written while the student generates the response. This is not considered an accommodation.
Scribe and Transcription	<p>The scribe accommodation is used when a student is physically unable to respond to any portion of the test. The test administrator will input the student response into the MSAA platform. The scribe accommodation must be documented as a testing accommodation in the student's IEP and used routinely during instruction.</p> <p>Transcription is used when a student is physically able to respond to a test item in a format other than the computer administration. If the test administrator enters the student's response exactly how it was originally produced into the MSAA platform, transcription is used. One example is the student completing the writing prompt on paper and the test administrator typing the exact response into the platform.</p>

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Intervener	<p>The role of the intervener is to provide effective, deafblind specific intervention for a child with deaf-blindness. The intervener works under the direction of the classroom teacher.</p> <p>Intervener Support to Access to DTA</p> <p>To prepare for intervener supports for a student with deaf/blindness, the intervener and/or additional certified support staff (i.e., Hearing Impaired teacher) may review the Directions for Test Administration (DTA) prior to administration of the test. The DTA will need to be downloaded onto a flash-drive. All reviews must take place at the school with no students present and be coordinated through the Test Coordinator (TC) with adherence to test security procedures. Neither the additional certified support staff nor the intervener will be required to complete the MSAA Online training modules. The student's Test Administrator will complete the training modules and work collaboratively with student's team to prepare and administer MSAA. Any additional support staff and the intervener will be required to read and sign the Alternate Assessment Test Security Agreement Form for TAs and return it to the TC. This review is to verify that the supports provided by the intervener will be prepared to support the student.</p>

Submitting an Incident Report (Test Coordinators only)

1. Log into ADEConnect (see the Handbook for detailed instructions for logging in).
2. Click “Exceptional Student Services Portal” under the district entity.
3. Click “Alternate Assessment”.
4. Under the “Administration” tab click “Incident Reporting”.



5. Click “Add Incident”.

Add Incident

6. Fill out the fields. For the description, please be detailed. The box for how to resolve the issue will be your request for what is needed. Please do not take additional actions to resolve the issue until after you receive a response from ADE.

A screenshot of the 'Add Incident' form in the ADEConnect system. The form is titled 'Incident' and contains several input fields. The 'Fiscal Year' field is a text box containing '2022'. The 'School (CTDS)' field is a dropdown menu with the placeholder text 'Please choose one...'. The 'Person Reporting Incident' field is a text box containing 'Coordinator, Test'. The 'Date of MSA Testing Incident' field is a date picker showing '12/27/2021'. There are three large text areas for 'Description', 'How will this issue be resolved?', and 'Directions from ADE'. The 'Status' field is a dropdown menu with 'Not Submitted' selected. At the bottom of the form, there are two buttons: 'Save & Submit' and 'Cancel'.

7. Click “Save and Submit”.
8. Wait for ADE response for further instructions. Test coordinators will receive an e-mail when a response has been submitted.