Alternate Assessments

District Test Coordinator Handbook

2023-24

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 2023	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 6
October 2 – November 30, 2023	Student Selector Application opens (all students must have correct data records in AzEDS). Page 7
October 2, 2023 – January 5, 2024	Update your test administrator list in ADEConnect. Page 9
October 2023 – March 2024	Alt ELPA training is available in the LMS portal. Ensure test administrators have completed training. Page 10
November 2023	Submit student information if notified that the LEA exceeded 1% participation in 2023. Page 11
December 2023	Submit Action Plan if the LEA exceeded 1% participation in 2023. Page 14
January 30 - March 15, 2024	Monitor Alt ELPA administration. Page 18
February 26, 2024	MSAA (Multi State Alternate Assessment) training opens and can be found on www.msaaassessment.org. Page 18
March 11-April 26, 2024	Monitor MSAA administration. Page 18
July 2024	Update data in Corrections Application, if notified. Page 21
July 2024	MSAA score reports are available for printing. Page 23
Summer 2024	Alt ELPA score reports are available. Page 23

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

LINKS to various TC resources:
The Assessment Bulletin
Alt ELPA (Cambium) Portal
Alternate Assessment DTC Website
MSAA System

Questions? Please contact the [Alternate Assessment Unit](#) at AlternateAssessment@azed.gov

For assistance with the MSAA system, contact the MSAA Service Desk:
Phone: 866-834-8879
Email: MSAAServiceCenter@cognia.org
Live Help: [Click to Chat](#)
*Please keep in mind of student confidentiality and do not email or chat student identifiers (name, DOB, SSID numbers, etc.,). System IDs can be shared using the email or chat functions. Use the call option to discuss specific students.

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. This role will give access to both the Alternate Assessment and the 1% Threshold applications.
- 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. 2023-24 Test Agreement form must be completed, submitted, and filed with the [testing inbox](#) before requesting the Test Coordinator in ADEConnect.
2. 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.
3. 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.

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 (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. Students who are taking Alt ELPA must have an AZELLA placement test or AZELLA/Alt ELPA test history from the previous year. The EL status must be indicated in the student records and reflected on the SPED72 report.

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 in 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.
- If a student is not on your list in the Student Selector Application, the student records are not current or complete. Please update the student records and sync with AzEDS. AzEDS updates nightly so look for your student on your list in the Student Selector Application the following day. ADE cannot manually add students to the Student Selector Application or change the student data.

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. Please see the table on page 2 for more details regarding the responsibilities of the DOA and DOR.

Student Selector Application Instructions

1. Log into ADEConnect

2. Click "View Applications"
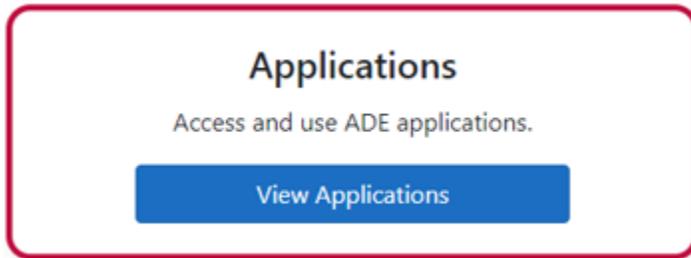
3. Click "Exceptional Student Services Portal" under the **district** level entity.

4. Click "Alternate Assessments" under the "Student Assessments" heading.

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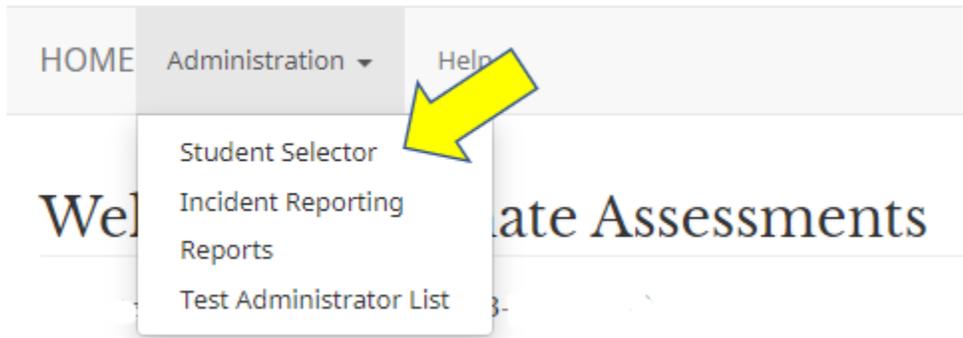
If you do not have the Administration tab on top, you are logged in under a school, not under the district. Go back to your list of applications in ADEConnect and ensure the district heading is on top.

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

    a. 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.

    b. 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.

8. Download a copy of the Student Selector Report. Go back to the "Administration" tab and click "Reports."
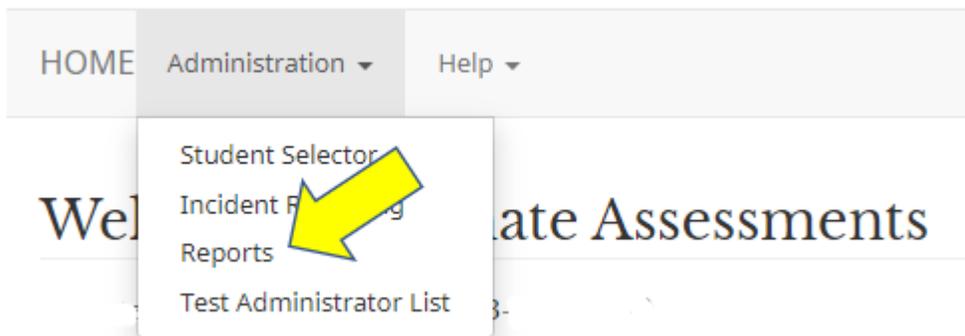
a. The reports page will have the option to run the Student Selector Report. Click "Run Report" and download the report. Verify all eligible students are on this report. This report will be useful if a student was selected but not uploaded to an assessment portal.

b. 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.

c. If student records cannot be updated before the close of the Student Selector Application, please notify the Alternate Assessment team no later than the closing of the Student Selector Application. The students will be added to the appropriate assessment platforms after records have been updated.

d. Do not contact the Alternate Assessment team with requests to add students after the Student Selector Application is closed. More information on requesting to add students is outlined on page 7.

Test Administrator List Instructions
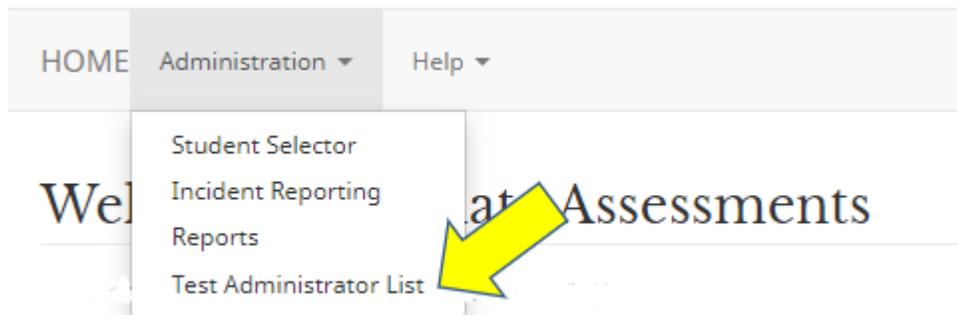
1. Follow The Student Selector Application Instructions.
2. Click on "Test Administrator List" under the administration tab.
3. Select your school. Your test administrator list was retained from last year. You can use the hyperlinks to edit or delete test administrators. You can also use the "Add" button at the bottom of the screen to add more test administrators. This list will be used to upload users into the Cambium portal and the MSAA system. Test Coordinators will also be able to add test administrators directly in these assessment systems when they open in February, so you do not need to have your final test administrator list in this application.

Complete Alt ELPA Training

- Visit the LMS portal at https://training.elpa21.org/index_login.php and create an account. If your account was created last year, you can use the same log in credentials.
- Go to the catalog on the upper left.
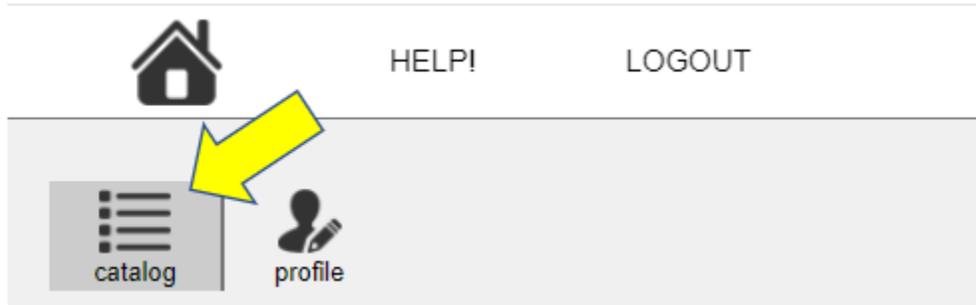
1. Find the "CAAELP Module: Alt ELPA Test Administrator Training/Test Coordinator training modules. **Do NOT view the ELPA21 modules**-we do not administer that assessment.
2. Click on "register" and check the boxes to agree to the terms to start the training.
3. After training is complete, you will 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.
4. ADE is not able to confirm who has completed training. You will need to have your test administrators present their certificates to confirm training has been completed.
5. Training modules will be available through the end of the testing window.

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.

4. Click "1% Threshold" under student assessments.
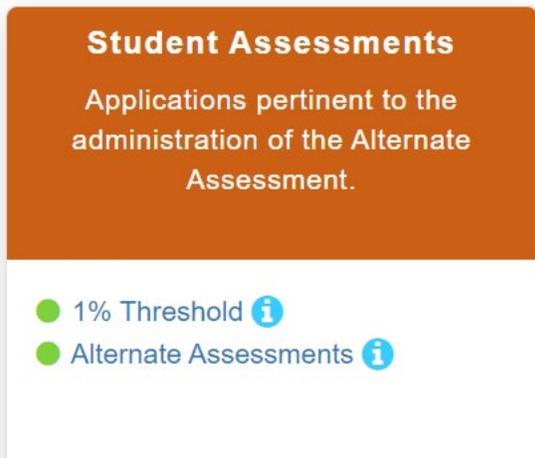
5. Click "Appeal 1% Threshold" in the top menu bar.

   a. 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.

   b. Add all the required information. The eligibility determination form has been updated to make this process easier for test coordinators.

         i. 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.

        ii. Current MET date: date of the MET used when determining eligibility.

       iii. 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.

       iv. Achievement Test Scores: these are academic test scores. Follow the same instructions for IQ scores.

v. 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.

c. 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.

Action Plan Submission

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. Action plans must include all bulleted components below.

1. As a team, the Alternate Assessment Test Coordinator, SPED Director, and any other stakeholders should meet to discuss the contents of the Action Plan. **All components below must be included in the Action Plan:**

   - **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, refer back to "**Submit Student Information**". At the bottom of your student list, click "continue."

1. You will go to the "Upload Documents" page. Your Action Plan status says "Started."
   a. Click "Choose File" and select your document. Click "Upload." You will see your document listed. Then click "Submit." You may upload progress in the space below the uploaded Action Plan, but that is not required at this time.

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, delete the submitted document(s). 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 will be the change in the status from "started" to "submitted."

Pre-Administration Activities

All eligible students must be selected in the Student Selector Application. If the Student Selector Application is closed, student lists must be updated directly by ADE in the assessment platforms. Please refer to the table below to adhere to deadlines.

Test administrators can be added at any time during the testing window. Please do not contact the Alternate Assessment team to add test administrators.

Activity	Alt ELPA Dates	MSAA Dates
Add test administrators	January 30 – March 15	February 26 – March 15
Request to add missed students*	January 30 – February 9	February 26 – March 8
Request to add transfer students**	January 30 – March 15	February 1 – March 15

*One request to add missed students will be honored. See below for more information.

**Transfer students are students who most recently enrolled after November 30, 2023

Requesting to Add Students

IEP teams must determine eligibility for alternate assessments no later than November 30 to allow for suitable instructional time before test administration. If a student was determined eligible for alternate assessments but was not identified in the Student Selector Application, please refer to these instructions.

- Before requesting to add any students, you must check student records. Student records must be updated in AzEDS before the student can be added to testing platforms.
- If a student **transfers**, you can e-mail the Alternate Assessment team a list of **SSIDs only** and we will add the student if eligible, to the testing platforms.
- For students who have been enrolled in the district all year, the Alternate Assessment Test Coordinator must submit a letter preferably on district letterhead. An email will not be accepted. The letter will include the following components:
    1. Signed by the Alternate Assessment Test Coordinator and their supervisor.
    2. The letter will include a list of students' SSIDs.
- The letter will include an explanation of why students were missed in the selection process, which was open from October 2 - November 30, 2023. 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. General statements about clerical errors or ensuring students will be selected next year will not be accepted. This letter is your opportunity to identify inconsistencies within your systems and leverage needed support within your LEA.
- Letters will be accepted in March. Only one letter should be submitted after reviewing your student list by the dates listed above. 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. Letters should be emailed to the [Alternate Assessment Unit](#) at [AlternateAssessment@azed.gov](#).

State Specific Policy

Test Coordinators must be familiar with [Arizona's State Specific Policy](). The information in this policy is not presented in training modules.

Monitor MSAA

ADE works with contractors to conduct MSAA administration observations. Additionally, the Assessment Unit will conduct observations for both Alt ELPA and MSAA. You will be notified by the Alternate Assessment unit if your LEA was selected for observation, these observations are required.

District Test Coordinators must also observe at least one MSAA administration and submit the responses using the Google form.

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. District Test Coordinators must also observe at least one Alt ELPA administration and submit the responses using the Google form.

Complete MSAA Training

1. Log into the MSAA system at [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 [Arizona's State Specific Policy](). It is the Alternate Assessment Test Coordinator's responsibility to familiarize 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.

Certificates for PD hours will be sent to test coordinators to distribute to the applicable test administrators.

Monitoring Test Administration for MSAA

Test Coordinators 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, Test Coordinators are advised to collect testing dates from all Test Administrators 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 dates do not reflect such considerations, Test Coordinators may suggest modifications to the Test Administrator planning calendar in anticipation of circumstances that may impact successful test participation. Frontloading these students in the Test Administrator's testing calendar provides opportunities for the recommended multiple attempts prior to closing a test. Test Coordinators 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 Test Coordinators before the testing window opens.

Monitoring Testing for Tuitioned-Out Students:

The District of Residence will need to contact the Test Coordinators 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.

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 act until the Alternate Assessment Unit responds to the incident. See step-by-step instructions at the end of this document.

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
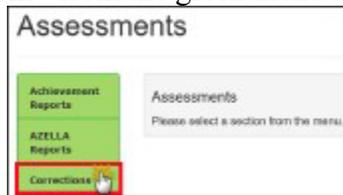
3. Click on the blue "Corrections" link

4. Select Fiscal Year.
5. Select a school name (optional)
6. Select MSAA
7. Click on the blue "Search" button
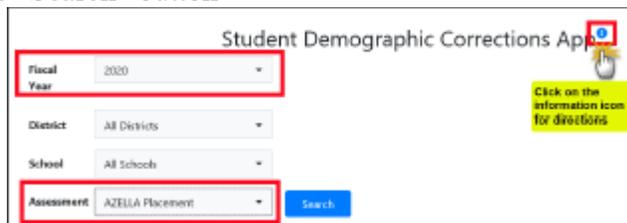
8. Click the "Edit" button under the "Actions" column to select a student row.
   a. The best match(es) based on the current demographics on the test record will be displayed.
   b. Click the "Match" button for the result row that shows the student's correct demographics.
   c. Click the "Confirm" button to save the correction(s).
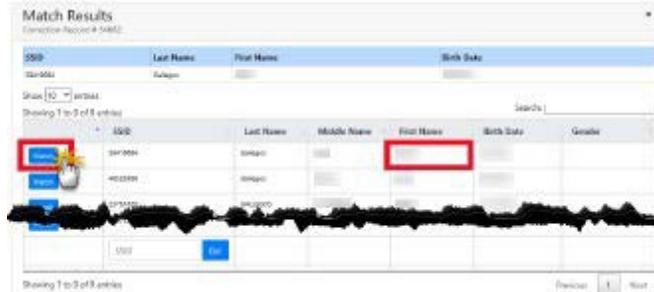
If the student's demographics you are seeking are not displayed in the initial match results list, you can search by SSID to retrieve the demographics.

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 the MSAA platform.
2. **Returning** TCs will log in with the same credentials used during administration.

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.

1. Go to the "Reports" tab on the top menu bar.
2. 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 platform.

The MSAA Guide for Score Report Interpretation is available. 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 in July. 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 MSAA States website.

For assistance with the MSAA system, contact the MSAA Service Desk:
Phone: 866-834-8879
Email: MSAAServiceCenter@cognia.org
Live Help: Click to Chat
*Please keep in mind of student confidentiality and do not email or chat student identifiers (name, DOB, SSID numbers, etc.,). System IDs can be shared using the email or chat functions. Use the call option to discuss specific students.

Alt ELPA Score Reports

Information on Alt ELPA reporting windows is not available at the time of publication. Please look for more information on the window for reporting and instructions for accessing reports in e-mail notifications and The Assessments Bulletin.

Notes