# Arizona Alternate Assessment State-Specific Policy

Contact Information: AlternateAssessment@azed.gov

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| **Test Administrator Requirements** | Local Education Agency (LEA) employees who have completed training and are familiar with the student may administer the MSAA. The test administrator must have their own account in the Alternate Assessment platform. The ADE Test Security Agreement Form for Test Administrators must be signed and retained at the LEA for 6 years. Examples of allowed test administrators are classroom teachers (including those under agency contracts), long-term substitutes, paraeducators, and speech and language therapists.<br>Administration must take place in person in a one-on-one setting. Only one test can be opened at a time under the same test administrator. |
| **Paper Version** | A paper version test is an accommodation as state alternate assessments are computer-based assessments. This accommodation must be documented in the student's IEP and used routinely during instruction.<br>The test coordinator or test administrator downloads/prints directly from the assessment platforms. Only print the test sessions needed for each student. |
| **Training for Test Administrators/Test Coordinators** | Training for all test administrators and test coordinators is a prerequisite to test administration and must be completed annually. Refer to the Alternate Assessment Test Coordinator Handbook and Test Administration Manual for more information on assessment trainings. |
| **Test Security Forms** | The Alternate Assessment Test Coordinator and LEA Superintendent/Charter Holder Representative must sign and submit the Test Security Agreement Form for Test Coordinators. Test administrators must sign the Test Security Agreement Form for Test Administrators. The signed forms must be retained by the LEA for 6 years. |

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| **Observations** | Test coordinators are required to complete at least one observation. The purpose of observations is to support test administration. Students selected for observations can be unique cases. An observation can also be for test administrators that are new or struggle with test administration. PDFs of the observation form are available online and should be submitted using Microsoft Forms. In addition, LEAs must cooperate with ADE staff and consultants conducting assessment observations. Detailed information for these observations will be sent to Alternate Assessment Test Coordinators. |
| **Test Locations** | Testing can occur in a secure testing environment where the student receives instruction. Students who receive instruction in a school building should be tested at that building. Students who receive instruction in home or hospital settings should be tested in that same setting. Test Coordinators must communicate with parents to arrange test sessions for students who receive virtual instruction. Reasonable effort must be made to test all students. Keep in mind that most students will require multiple sessions over several days to complete testing. |
| **Registering Students** | ADE uploads all eligible students and users directly into the alternate assessment platforms. Test coordinators will select eligible students in the Student Selector Application. Instructions are provided in email notifications and in the Test Coordinator Handbook. Test Coordinators cannot manually add/remove students to the alternate assessment platforms. To add/remove students from an assessment platform, contact the Alternate Assessment Unit with the SSIDs of those students. |

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| **Incident Reporting** | Alternate Assessment Test Coordinators must use the Incident Report function in the alternate assessment platform in ADEConnect to report test security issues, errors in administration, and other situations that impact student testing experiences or scores. Do not act until the Alternate Assessment Unit responds to the report. Do not use Incident Reports for students who are no longer enrolled or ineligible. These students will need to be manually removed by the Alternate Assessment Unit. |
| **Graphic Organizers** | Graphic organizers are not considered an accommodation. A student may use a graphic organizer if it is familiar to the student. The test directions can be read exactly as written. |
| **Scribe and Transcription** | The scribe accommodation is used when a student is physically unable to respond to any portion of the test. The scribe accommodation must be documented as a testing accommodation in the student's IEP and be used routinely during instruction. The test administrator will input the student response into the assessment platform. Transcription is used when a student is physically able to respond to a test item in a format other than computer administration. If the test administrator enters the student's response exactly how it was originally produced into the assessment platform, transcription is used. For example, if a student answers the writing prompt on paper, the test administrator can type the exact response into the testing platform. |

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| **School Test Coordinators** | Site School Test Coordinators for alternate assessment are not permitted to make changes in the Alternate Assessment platforms. You may use the site school test coordinators to help manage test administration; however, any action taken in alternate assessment platforms by a school test coordinator may be reversed and tests may be invalidated. Only designated ADEConnect Alternate Assessment Test Coordinators may act within the alternate assessment platforms. |