Arizona Alternate Assessment State Specific Policies

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Topic	State Policy
Test Administrator Requirements	A district employee who has completed training and is familiar with the student may administer alternate assessments. The test administrator must have his/her own account on the respective platform. The ADE Test Security Agreement Form for Test Administrators must be signed and retained at the district for 6 years. Some examples of allowed test administrators are: classroom teachers including those under agency contracts, long-term substitutes, paraeducators, and speech and language therapists. 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.
Paper Version	A paper version 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. The test coordinator or test administrator downloads/prints directly from the assessment platforms. Only print the test sessions needed for each student.

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Training for Test Administrators/Test Coordinators	Training for all test administrators and test coordinators is required and must be completed annually. See the Alternate Assessment Test Coordinator Handbook and administration manuals for more information on training for each alternate assessment.
Test Security	Each Alternate Assessment Test Coordinator and District Superintendent/Charter Holder Representative must sign and submit the Test Security Agreement Form for Test Coordinators. Test administrators must also sign the Test Security Agreement Form specifically for Test Administrators. The TA Test Security Agreement must be retained by the LEA for 6 years.
Test Administration Observations	Test coordinators are required to complete at least one observation for each assessment. Students selected for observations should be those who are more unique or for test administrators who are new or struggle with test administration. The purpose is to support test administration. Test coordinators will submit the Microsoft observation form for each assessment. In addition, LEAs must cooperate with ADE staff and consultants in conducting assessment observations. Detailed information for these observations is sent to Alternate Assessment Test Coordinators.

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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 instruction. Test Coordinators must communicate with parents to arrange test sessions for students who are receiving only virtual instruction. Keep in mind that most students will require multiple sessions over several days to complete testing.
Registering Students (MSAA and Alt ELPA Summative)	ADE uploads all eligible students and users directly into the alternate assessment platforms. If a student was not selected in the Student Selector Application, please refer to the instructions provided in the Alternate Assessment Test Coordinator Handbook. The Alternate Assessment Team will need to manually add missing students. To remove students from an assessment platform, contact the Alternate Assessment Team with the SSIDs of students to be removed.

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Alt ELPA Screener Request Form	Alternate Assessment District Test Coordinators will submit the electronic Alt ELPA Screener Request Form for each eligible student. Students must have been determined by the IEP team to be eligible for alternate assessments and require an English Language Proficiency placement test (screener) based on the responses on the Home Language Survey or missing English language proficiency test. ADE uploads all eligible students directly into TIDE.
Second Scorer (Alt ELPA Screener and Alt ELPA Summative)	A second scorer is required for **all** students in both writing and speaking domains. See the Test Administration Manual for more details on training requirements and scoring rubrics.

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Incident Reporting	If a student's responses to test items are not clearly observable, or understood by the TA or scribe, the testing experience may need to be ended early. This process is called the Early Stopping Rule (ESR). To end the test for a student, the ESR procedures must be followed. In addition, an incident report must be submitted to ADE. Alternate Assessment Test Coordinators must submit an Incident Report to report test security issues, errors in administration, and other situations that impact student testing experiences or scores. Do not take action until the Alternate Assessment Team responds to the Incident Report. Incident Reports are not used for students who are no longer enrolled or ineligible for alternate assessments.
Graphic Organizers	A student may use a graphic organizer if it is familiar to the student, and the test directions can be read exactly as they are written. This is not considered an accommodation.

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Scribe and Transcription	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's response into the assessment platform. Scribe accommodations must be documented as a testing accommodation in the student's IEP and used routinely during instruction. **Transcription** is used when a student is physically able to respond to a test item in a format for paper-based administration. If the test administrator enters the student's response exactly how it was originally produced into the assessment platform, transcription is used. An example is the student completing the writing prompt on paper and the test administrator typing the exact response into the platform.
School Test Coordinators	School Test Coordinators for alternate assessment are not permitted. You may use 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 District Test Coordinators may act within the alternate assessment platforms.
Generative Artificial Intelligence (AI)	Generative Artificial Intelligence (AI) is not permitted on alternate assessments.

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MSAA Use of Classrooms	The use of classrooms is not recommended. However, District Test Coordinators may create classrooms if needed. The ADE Alternate Assessment Unit is unable to assist with classroom creation.