

- We recommend calling in to the training via phone, using the audio conference number provided when logging in to the GoToWebinar.
- If you have issues with your audio, please **reach out to your IT department** for support. Measured Progress is unable to help with individual audio issues remotely.

Multi-State Alternate Assessment (MSAA)

District of Columbia Test Administration Training for Test Administrators

March 6, 2019

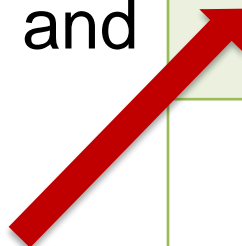


Introductions

Measured Progress	Title
Megan Bairstow bairstow.megan@measuredprogress.org	Accessibility Assessment Specialist
Riley Emmons emmons.riley@measuredprogress.org	Program Coordinator
Sarah McCain mccain.sarah@measuredprogress.org	IT Project Manager

State MSAA Coordinator

- **State MSAA Coordinators** page contains state contact information and links.



District of Columbia
https://osse.dc.gov/service/alternate-assessments
Michael Craig (202) 257-3371 Michael.Craig@dc.gov

Agenda

- MSAA Overview
- Key Dates and Contacts
- NEW for 2019
- Important Documents
- Test Administrator (TA) Training Requirements and Responsibilities
- Test Coordinator (TC) Training Requirements and Responsibilities
- Technology Requirements
- Supports and Features
- Accessing the MSAA System
- Within the System Before Testing
- Administer and Navigate the MSAA System
- After Testing
- Testing Integrity
- Next Steps

MSAA Overview



Purpose of the MSAA

The purposes of the MSAA are to:

- Ensure that all students are able to participate in an assessment that is a measure of what they know and can do in relation to the grade-level State Content Standards.
- Ensure that students with significant cognitive disabilities achieve increasingly higher academic outcomes and leave high school prepared for post-secondary options.

Purpose of the MSAA (cont.)

The purposes of the MSAA are to:

- Meet requirements of the Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA), which require the participation of all students in assessments designed to measure student knowledge and ability on grade-level content standards.

Overview of the Test



- Assesses two content areas
 - English Language Arts (ELA)
 - Reading
 - Writing
 - Mathematics
- Aligned to State Content Standards and MSAA Core Content Connectors
- Grades 3-8 and 11

Overview of the Test (cont.)



- One-to-one test administration
- Administered by a trained Test Administrator
- Formats (same assessment; The format is determined by what is appropriate for student.)
 - Computer-based format
 - Paper-based format (downloaded from platform)
 - Test Administrator enters student responses in online platform

Types of Administration: Computer and Paper



1. Computer, laptop, or tablet administration

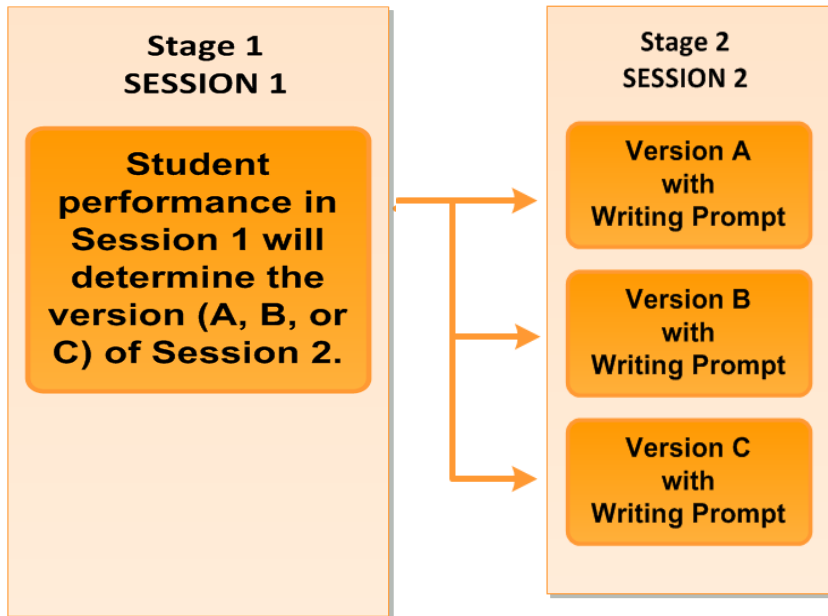


2. Paper version administration
3. Hybrid administration (some computer, some paper)

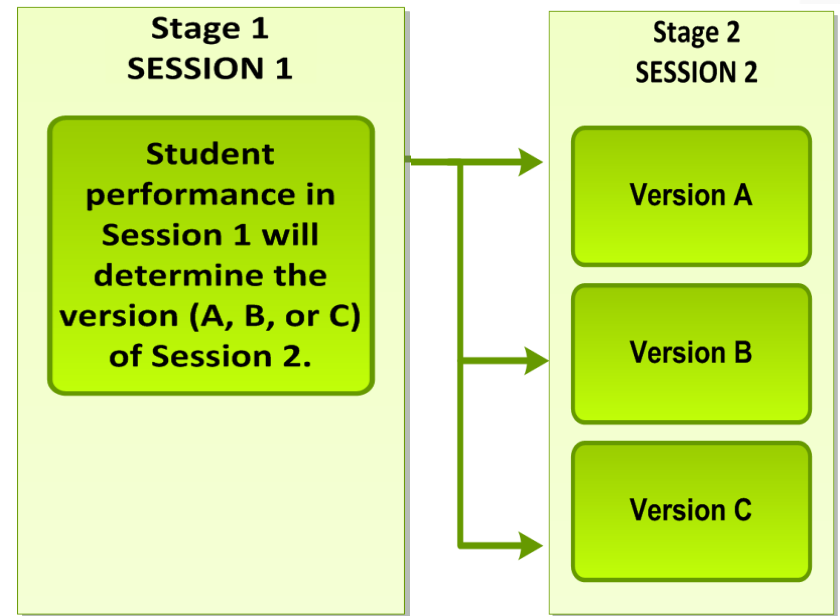
NOTE: *Students benefiting from the paper or hybrid administration also need the paper version and scribe accommodation documented in their IEP.*

MSAA Stage Adaptive Design (All Grades)

English Language Arts



Mathematics



MCAA Item Types

- Selected-Response: ELA and Mathematics
- Constructed-Response: Mathematics
- Student Writing Prompt: ELA
 - Recommended: Administer the ELA portion of the test first!

Writing Prompt



- The writing prompt DTAs provide steps to guide students through the writing processes using stimulus materials.
 - Topic selection
 - Choosing characters/supporting details
 - Drafting with a graphic organizer
 - Revising
 - Editing
 - Producing final story or essay

Writing Prompt Administration

Grade Span	Text Type
Elementary	Literary
Middle School	Explanatory
High School	Argumentative/Persuasive

Writing Rubrics



Grade 3 Writing Prompt Rubric

Level 2

Rubric Elements	Full Evidence 3	Partial Evidence 2	Limited Evidence 1	Unrelated Evidence 0
Organization – The narrative establishes a situation (activity and setting) and includes a character with relevant descriptive statements. The response provides a conclusion.	The narrative includes at a minimum: <ul style="list-style-type: none"> <input type="checkbox"/> character and situation (activity and setting) <input type="checkbox"/> a conclusion that follows from the narrated experiences or events 	The narrative includes at a minimum: <ul style="list-style-type: none"> <input type="checkbox"/> character and situation (activity or setting) <input type="checkbox"/> a conclusion that may not follow from the narrated experiences or events 	The narrative includes at a minimum: <ul style="list-style-type: none"> <input type="checkbox"/> some evidence related to a character, situation (activity or setting), or conclusion 	<input type="checkbox"/> no evidence of organization
Idea Development – The narrative includes a sequence of events that unfold naturally and develops a story using temporal words.	The narrative includes at a minimum: <ul style="list-style-type: none"> <input type="checkbox"/> a sequence of two events related to the situation (activity or setting) <input type="checkbox"/> both events include a detail 	The narrative includes at a minimum: <ul style="list-style-type: none"> <input type="checkbox"/> two events related to the situation (activity or setting) <input type="checkbox"/> one of the events includes a detail 	The narrative includes at a minimum: <ul style="list-style-type: none"> <input type="checkbox"/> one event related to the situation (activity or setting) 	<input type="checkbox"/> no evidence of idea development
Conventions – Students use standard English conventions (e.g., end punctuation, subject-verb agreement).	The narrative includes more than one sentence and at a minimum: <ul style="list-style-type: none"> <input type="checkbox"/> end punctuation for more than one thought unit <input type="checkbox"/> one simple sentence that contains a complete thought with subject-verb agreement Ex: “Dog runs” or “dog runs” 	The narrative includes at a minimum: <ul style="list-style-type: none"> <input type="checkbox"/> end punctuation for one thought unit <input type="checkbox"/> one thought unit with or without subject-verb agreement 	The narrative includes at a minimum: <ul style="list-style-type: none"> <input type="checkbox"/> one use of standard English conventions (end punctuation for one thought unit or one thought unit with or without subject-verb agreement) 	<input type="checkbox"/> no evidence of standard English conventions

Key Dates and Contacts

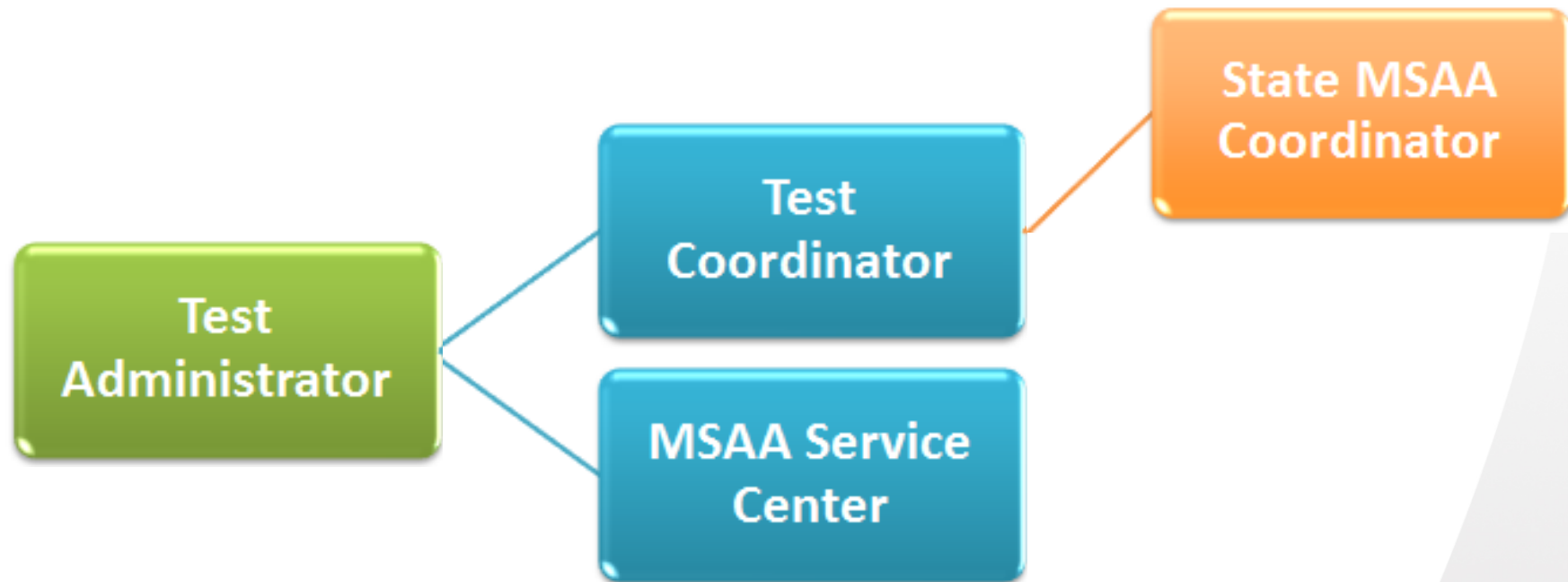


Important Dates

Test Administration Window

Requests for Braille	January 11, 2019
TAMs Arrive to Districts	February 15, 2019
User Account Access	February 25 - March 1, 2019
TA and TC MSAA Training Modules (REQUIRED)	March 4, 2019
MSAA Administration Window Opens by 8 a.m. ET	March 18, 2019 at 8 a.m. ET
Last Day to Submit Requests <ul style="list-style-type: none">• Grade Reassignments• Re-open Closed Tests	April 30, 2019
End of Test Survey (EOTS)	March 18 - May 3, 2019
MSAA Administration Window Closes All tests must be submitted or closed by 8 p.m. ET.	May 3, 2019 at 8 p.m. ET

MSAA Service Center TA & TC Support Approach



MSAA Service Center

MSAA Service Center Contact Information

Phone



(866) 834-8879

Email



MSAAServiceCenter@measuredprogress.org

7 a.m. – 8 p.m. ET

Monday – Friday



Please be prepared to provide as much detail as possible.

Include the following:

- Your contact information (name; state, district, and school; phone, email)
- Student name, if applicable
- Any error messages that appeared
- Operating system and browser information
- Information about network configuration

MSAA Technical Support

- Refer to the **MSAA Technical Support** document for support guidelines and contact information.

MSAA Technical Support		
MSAA Service Center  Phone: (866) 834-8879  E-mail: MSAAServiceCenter@measuredprogress.org		
<p>The Service Center for the MSAA is available to Test Administrators (TAs) and Test Coordinators (TCs) from 7 am–8 pm ET (5pm PT), Monday–Friday during the test registration, administration, and reporting windows. Outside these specified windows, the Service Center is available 8 am–5 pm ET (3 pm PT) to answer questions about: (1) the MSAA Online Assessment System and (2) test administration procedures. Use this chart to determine the right resource to support your MSAA needs.</p>		
Test Administrators: Contact your Test Coordinator when...		
<p>You have “How do I...?” questions and you can’t find the answer in the Test Administration Manual (TAM), User Guides, or Technology Requirements (linked at the bottom of http://www.msaaassessment.org). For example, you need to:</p> <ul style="list-style-type: none"> Change a student’s demographic information Close a test Order paper materials 	<p>You do not have a user account. For example, you receive the message, “Sorry, unrecognized username or password” and cannot resolve the issue with the “Request New Password” button.</p> <p>The wrong name is associated with your email address.</p>	<p>You do not have the necessary MSAA System permissions to make your requested change. For example, you need to be assigned to a different (or additional) school or district.</p>
Test Administrators and Test Coordinators: Contact the MSAA Service Center when...		
<p>You have “How do I...?” questions and you can’t find the answer in the TAM, User Guides, or Technology Requirements (linked at the bottom of http://www.msaaassessment.org), such as:</p> <ul style="list-style-type: none"> You have trouble logging in (and have a user account). Your TA has passed the final quiz (≥80%) but cannot access student test materials. You are a TC with questions about making changes to TAs in your district(s). Open a locked test 	<p>You encounter an error or unusual behavior in the MSAA Online Assessment System with:</p> <ul style="list-style-type: none"> User accounts Accessing tests assigned to a student Incorrect or missing student information Access to the MSAA Test Administration Training for TAs and TCs 	<p>When contacting the MSAA Service Center, please be prepared to provide as much detail as possible about the issue and the system on which it occurred. Include the following:</p> <ol style="list-style-type: none"> Your contact information (name, state, district, school, phone number, and e-mail address) Student name, if applicable, when calling (Do not provide student information when e-mailing an inquiry. Please provide a student ID number.) Any error messages that appeared Operating system and browser information
Test Coordinators: Contact your State MSAA Coordinator when...		
<p>You do not have the necessary MSAA System permissions to make your requested change. For example,</p> <ul style="list-style-type: none"> You need to be assigned to a different (or additional) school or district. You do not have visibility to the appropriate Orgs (Districts/Schools). A new student joins your school and needs to be added to the system. The wrong name is associated with your e-mail address. 	<p>You have questions regarding:</p> <ul style="list-style-type: none"> Scoring procedures for constructed-response items Recording student responses into the MSAA Online Assessment System Clarifying requirements of various item types Describing how to access assessment features or accommodations 	



District of Columbia Contact

District of Columbia

<https://osse.dc.gov/service/alternate-assessments>

Michael Craig

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Data, Assessment, and Research (DAR)
Office of the State Superintendent of Education (OSSE)

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Michael.Craig@dc.gov

New for 2019



Accidental Writing Submission

NEW

Topic:




Do you need to upload
Evidence?

Yes

No

Accidental Writing Submission

NEW



Do you need to upload
Evidence?

Yes No

Evidence Upload

Click "Add Evidence" to select and upload files. Review the images in the "Uploaded Evidence" box below.


0 files uploaded [+ Add Evidence](#)

Uploaded Evidence


Select & Upload files by clicking the Add Evidence button.

Accidental Writing Submission

NEW



**Do you need to upload
Evidence?**

**You have reached the end of
your session**

SESSION 2C (SECTION 5)

20/20 Answered

What would you like to do?

Topic:

Sample writing prompt response enter here directly into provided text box. No uploaded evidence needed.

Accidental Writing Submission

NEW

Topic:



You have reached the end of your session

SESSION 2C (SECTION 5)

19/20 Answered

What would you like to do?

Review Current Session

Submit Session

Save & Exit

DC Demo Student Three

OP ELA Gr05.Form 1 / Session 2C (Section 5) / Item 20 of 20



Next



Read Again



(1) Upload Evidence



Bookmark



Items



Full Screen



Help



Save & Exit

Important Documents



Required Documents for Test Administration

3 Main Documents

Test Administration Manual (TAM)

Directions for Test Administration (DTA)

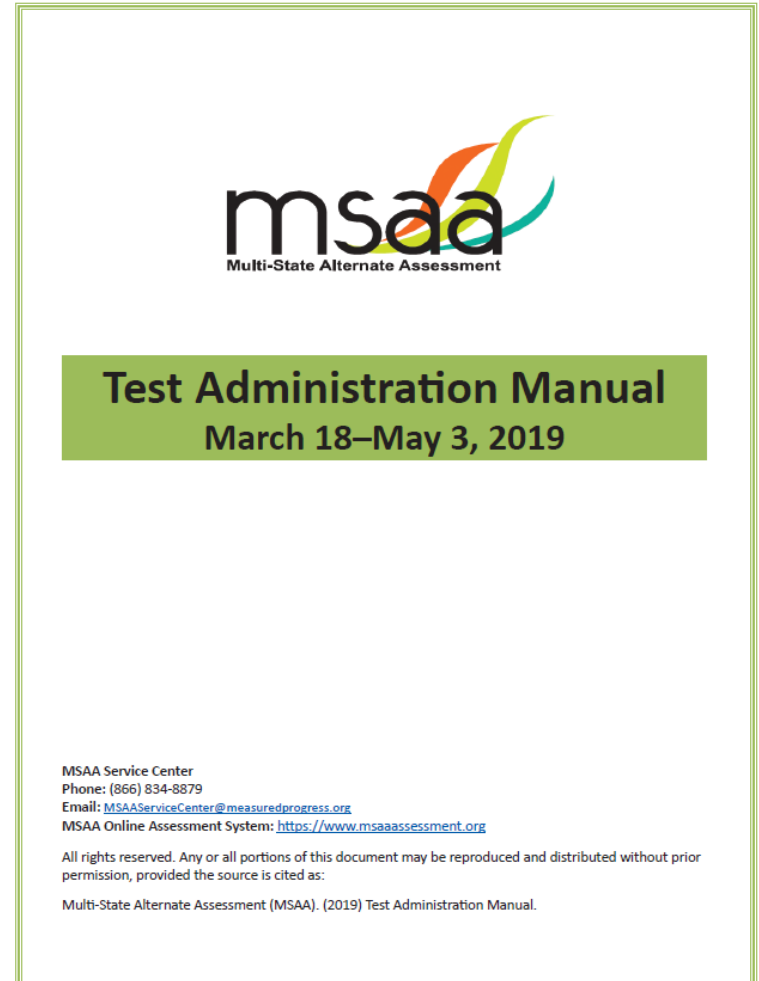
MCAA Online Assessment System User Guide for Test Administrators

Document	Purpose	User
Test Administration Manual (TAM)	Provides policies and procedures for TAs and TCs to prepare for the administration of the Test.	TAs and TCs
Directions for Test Administration (DTA)	<p>The DTA provides all directions for a successful 1:1 MCAA administration and includes the following:</p> <ul style="list-style-type: none"> • directions and scripts for each item in the Test • details about manipulatives required in order to administer a test item, such as calculators and counters • reference sheets that contain important graphics • scoring rubrics for mathematics constructed-response items (CRs) • writing prompt script, mentor text (when applicable), graphic organizer, student response templates, and stimulus materials for all writing prompts in each grade-level ELA DTA • specific directions to administer the braille versions of ELA foundational reading items in grades 3 and 4 <p>NOTE: <i>The DTA is a secure document and available only when TAs complete the MCAA Online Training Modules and pass the Final Quiz.</i></p>	TAs
MCAA Online Assessment System User Guide for Test Administrators	Provides technical information and troubleshooting tips, plus step-by-step instructions to navigate the MCAA Online Assessment System, such as how to complete the Learner Characteristics Inventory (LCI); how to pause, resume, and submit a test for scoring; when to contact the MCAA Service Center; and how to administer the Student Response Check	TAs
MCAA Online Assessment System User Guide for Test Coordinators	Provides technical information and troubleshooting tips, plus step-by-step instruction to navigate the MCAA Online Assessment System, such as how to check that all TAs have completed their training, how to ensure that all students are properly registered and have the correct grade levels, how to ensure that all tests have been submitted for scoring, how and when to close a student test, and how to download reports during the reporting window	TCs

Test Administration Manual (TAM)

- TAMs were shipped at a 1:5 ratio per school.
- TAMs arrived in districts on 2/15/19 (one month prior to start of administration).
- TAMs are available electronically on the MSAA System or through the OSSE website for MSAA.

<https://osse.dc.gov/node/1216686>



Directions for Test Administration (DTAs)

Available 3/4/19



Multi-State Alternate Assessment

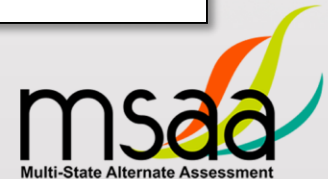
**Directions for Test Administration
Mathematics
Grade 3 Sample Items**



Multi-State Alternate Assessment

**Directions for Test Administration
English Language Arts- Reading
Grade 8 Sample Items**

Secure Material



MSAA System User Guide for Test Administrators

MSAA System User Guide for Test Administrators

Prepared for:



The screenshot shows the MSAA System dashboard. At the top left is the MSAA logo and the text 'MSAA System'. At the top right, it says 'Welcome, Mary Smith Log out'. Below this is a navigation bar with links: 'Dashboard', 'Test Status Summary', 'Students', 'Test Administration Training', and 'Reports'. The main content area features a large image of a woman and a child at a computer. To the right of the image is a box titled 'Multi-State Alternate Assessment System' with a bulleted list: 'Access Assessment Training Resources', 'Set-up and Edit Student Information', and 'Start and Manage Tests'. At the bottom, there is a 'RESOURCES' section with a red circle around the link 'Test Administrator User Guide'. To the right of the resources is a small image of a person at a computer and contact information: 'Multi-State Alternate Assessment at www.msaaassessment.org is the home for all MSAA administration information. For assistance, contact the MSAA Service Desk. Phone: (866-034-0379) Email: MSAAServiceCenter@measuredprogress.org'.



Student Participation Criteria

Students who have been determined eligible by their IEP team for participation in their states are eligible to participate in the MSAA Test.

Participation Criteria	Participation Criteria Descriptors
1. The student has a significant cognitive disability.	<p>Review of student records indicates a disability or multiple disabilities that significantly impact intellectual functioning and adaptive behavior.*</p> <p>*Adaptive behavior is defined as essential for someone to live independently and to function safely in daily life.</p>
2. The student is learning content linked to grade-level content standards.	<p>Goals and instruction listed in the IEP for this student are linked to the enrolled grade-level content standards and address knowledge and skills that are appropriate and challenging for this student.</p>
3. The student requires extensive, direct individualized instruction and substantial supports to achieve measurable gains in a grade- and age-appropriate curriculum.	<p>The student (a) requires extensive, repeated, individualized instruction and support that is not of a temporary or transient nature, and (b) uses substantially adapted materials and individualized methods of accessing information in alternative ways to acquire, maintain, generalize, demonstrate, and transfer skills across multiple settings.</p>

Test Administrator (TA) Training Requirements and Responsibilities



Test Administrator Training Requirements



- TAs must complete all of the MSAA Test Administration Training Modules.
- The modules are available **March 4, 2019**.
- They reference information found in the Test Administration Manual (TAM), Directions for Test Administration (DTA), and the MSAA System User Guide for Test Administrators.
- All TAs must complete the Final Quiz with at least an 80% accuracy score.

Training Requirements

Module #	Module Titles
Module 1	MSAA Overview
Module 2	Test Design and Experience
Module 3	Navigating the MSAA Online Assessment System
Module 4	Completing the Student Information
Module 5	Accessibility Features and Accommodations
Module 6	Student Response Check and Early Stopping Rule

Best Practice Videos

Video #	Video Description
Video 1	How to Administer Items
Video 2	How to Administer the SRC and Implement the ESR
Video 3	How to Administer a Level 2 Writing Prompt
Video 4	How to Administer a Level 3 Writing Prompt

Test Administrator Responsibilities

- Before Testing
 - Student Profile (i.e., Demographics, LCI, Accommodations, SRC)
- During Testing
 - DTAs
 - Accommodations
 - Test Security
- After Testing
 - Submit Test
 - Complete After Test Accommodations
 - Complete One End of Test Survey (EOTS)
 - Shred Testing Materials (e.g., system-printed DTAs and paper tests)

msaa						Test Administrator Checklist					
Before Test Administration											
Test Administrator Tasks						TAM Page	✓ Complete				
1. Activate TA account. <i>TAs receive an auto-generated login user name and password from MSAAServiceCenter@measuredprogress.org. Open a web browser and enter TA's e-mail address, enter the password provided, and click "Log In." Refer to the section titled, "How to Access the MSAA Online Assessment System" in the MSAA Online Assessment System User Guide for Test Administrators for directions on how to activate your TA account.</i>						N/A					
2. Consult district/school technology personnel (and the MSAA Service Center as needed) to: <ul style="list-style-type: none"> • Ensure that the online MSAA Online Assessment System is accessible and functioning on the computer or device that assigned students are using for testing • Troubleshoot technology issues <i>Refer to Appendix B, titled "Technology Requirements" in the MSAA Online Assessment System User Guide for Test Administrators for specific information on supported browsers and operating systems.</i>						2					
3. Review State-Specific Policy Links and Contact Information.						1					
4. Download the documents needed for administration.						6					
5. Sign and submit state-specific test security and confidentiality forms. <i>Refer to State-Specific Policy Information and/or State MSAA Coordinator.</i>						1					
6. Ensure that student meets state participation criteria and IEP team decision has been documented for Grade 3 students, new students, and/or transfer students.						1, 7					
7. Complete MSAA test administration training:						9					
<input type="checkbox"/> Module 1		<input type="checkbox"/> Module 2		<input type="checkbox"/> Module 3		<input type="checkbox"/> Module 4		<input type="checkbox"/> Module 5		<input type="checkbox"/> Module 6	
Test Administrator Tasks						TAM Page	✓ Complete				
8. Confirm the student demographic information and complete the following forms: <ul style="list-style-type: none"> • <i>Learner Characteristics Inventory (LCI)*</i> • <i>Accommodations: Before Test*</i> • <i>Student Response Check (SRC)*</i> <i>*These tabs are located in the student's profile area in the MSAA Online Assessment System. Refer to the section titled "Before Testing" in the MSAA Online Assessment System User Guide for Test Administrators for more information.</i>						6, 8, 24, 36-37					
9. Create a comfortable and secure testing environment. <i>TAs must provide each student with an appropriate testing environment during every testing session. Optimal testing conditions must be provided for every student before and during the test administration.</i>						20, 25					

Test Coordinator (TC) Training Requirements and Responsibilities



Training Requirements



- TCs must complete all of the MSAA Test Administration Training Modules for Test Coordinators.
- The modules are available **March 4, 2019**.
- They reference information found in the Test Administration Manual (TAM), Directions for Test Administration (DTA), and the MSAA System User Guide for Test Administrators.
- TCs do not need to complete a Final Quiz.

Training Requirements

Module #	Module Titles
Module 1	MSAA Overview
Module 2	Test Design and Experience
Module 3	Navigating the MSAA Online Assessment System
Module 4	Completing the Student Information
Module 5	Creating Users and Orgs
Module 6	Student Response Check and the Early Stopping Rule

Test Coordinator Responsibilities

- Before Testing
 - Test security & confidentiality forms
 - Administration training
 - Technology requirements
- During Testing
 - Monitor administration
 - Maintain security
 - Report inappropriate practices / irregularities
 - Submit tests
- After Testing
 - Report inappropriate test practices / irregularities
 - Submit tests
 - Return barcoded materials to Measured Progress
 - Secure shred (system printed materials, DTAs)

msaa		Test Coordinator Checklist	
Before Test Administration			
Test Coordinator Tasks	TAM Page	✓ Complete	
1. Sign and submit state-specific test security and confidentiality forms. Refer to State-Specific Policy Information and/or State MSAA Coordinator.	1		
2. Complete the MSAA test administration training (for TCs). TCs are <i>not</i> required to take the End-of-Training final quiz.	10		
<input type="checkbox"/> Module 1 <input type="checkbox"/> Module 2 <input type="checkbox"/> Module 3 <input type="checkbox"/> Module 4 <input type="checkbox"/> Module 5 <input type="checkbox"/> Module 6			
3. Ensure that TAs have received and completed the required training and can access the online MSAA Online Assessment System.	9		
4. Communicate all information received from the State MSAA Coordinator about MSAA to TAs.	N/A		
5. Ensure that technology capacity is met. Work with district/school IT personnel to ensure that the online MSAA Online Assessment System is accessible and functioning on every computer that is used for testing. Refer to Appendix B titled, "Technology Requirements" in the MSAA Online Assessment System User Guide for Test Coordinators for specific information on supported browsers and operating systems.	N/A		
6. Support TAs in developing a testing schedule so that all tests will be submitted within the administration window.	3		
During Test Administration			
7. Monitor the administration of the Test. Ensure appropriate test practices and appropriate student participation. Consult with your TAs regarding closing any tests for students who meet the criteria for the Early Stopping Rule.	7-9, 15-25, 34-35		
8. Ensure that students and TAs have the materials and resources needed to administer the Test.	6, 9		
9. Maintain test security. Ensure that all test materials are in a secure and locked location when not testing.	25		
10. Report inappropriate test practices in accordance with state policy.	25		
11. Report security violations and test irregularities to the State MSAA Coordinator. All security violations and suspected irregularities must be reported to the TC according to State-Specific Policy Information .	1, 25		
12. Ensure that all tests have been submitted or closed by 8:00 pm ET on May 12, 2017.			
After Test Administration			
13. Report all inappropriate test practices, security violations, and suspected irregularities to the State MSAA Coordinator. All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC according to State-Specific Policy Information .	1, 25		
14. Securely shred all printed copies of the Test, DTA, scoring rubrics, and student work (e.g., writing materials, etc.). Return only and all ordered materials using the return envelope with UPS label provided in the materials shipment.	19, 24-27		



For questions or assistance, contact the MSAA Service Center or your State MSAA Coordinator (page 1).

Technology Requirements



Operating System

- The following operating systems are supported:

	Operating System	Version
1	Windows 	Windows 7, 8, 8.1 and 10
2	Mac (Apple OS X) 	10.7 (Lion) – 10.11 (El Capitan)

Tablets and Devices

- Supported tablets and devices

	Device	OS Version
1	Chromebook	Chrome OS 49.2623.95
2	iPad 2	iOS 9.3.4
3	iPad Mini	iOS 8.4
4	Windows Surface	Windows RT 8.1

- Compatibility with interactive whiteboards

NO CHANGES for 2019!

Browser

- Supported browser versions

	Browser		Version
1	Chrome		26 and above
2	Firefox		24 and above
3	Internet Explorer & Edge		IE11 and above

- The browser must
 - support cookies.
 - have JavaScript enabled.

IMPORTANT: Windows no longer provides security updates below IE11, so using a lower version is a security risk.

NOTE: *To determine the browser you are currently running or to upgrade your browser for free, visit www.whatismybrowser.com.*

Supports and Features



Built-in Supports

- Entire test can be read aloud
- Use of manipulatives
- Pictures and graphics support what is read
- Use of models and demonstrations
- Common geometric shapes and smaller numbers in math test


Features a TA Can Enable on the Computer

Increase/ Decrease Size of Text and Graphics

Computers, laptops, and tablets provide zoom-in and zoom-out functions. Projection systems, video magnifiers, and smartboards may also be used to increase the size of the text and graphics. Zoom may also be used to reduce the size of the text or graphics in order to view more item information on one page.

Activating Features in the MSAA System

The Life and Works of Mark Twain



Mark Twain was an American writer. He was born in 1835. He wrote many books, but his best known books are "The Adventures of Tom Sawyer" and "Adventures of Huckleberry Finn." Both books are set in Missouri. This is where Twain lived.

Assessment Features

- Alternate Color Themes >
- Answer Masking**
- Audio Player
- Line Reader
- Magnification

Previous Next

Items Full Screen Help Save & Exit

Assessment Feature: Answer Masking

How many dollars did Connie earn by washing 3 cars?

\$10

 Hide

 Show

 Show

Sample Items

Sample Math Items - Gr6 / Section 1 / Item 2 of 3



 Previous

Next 

 Bookmark

 Items

 Full
Screen

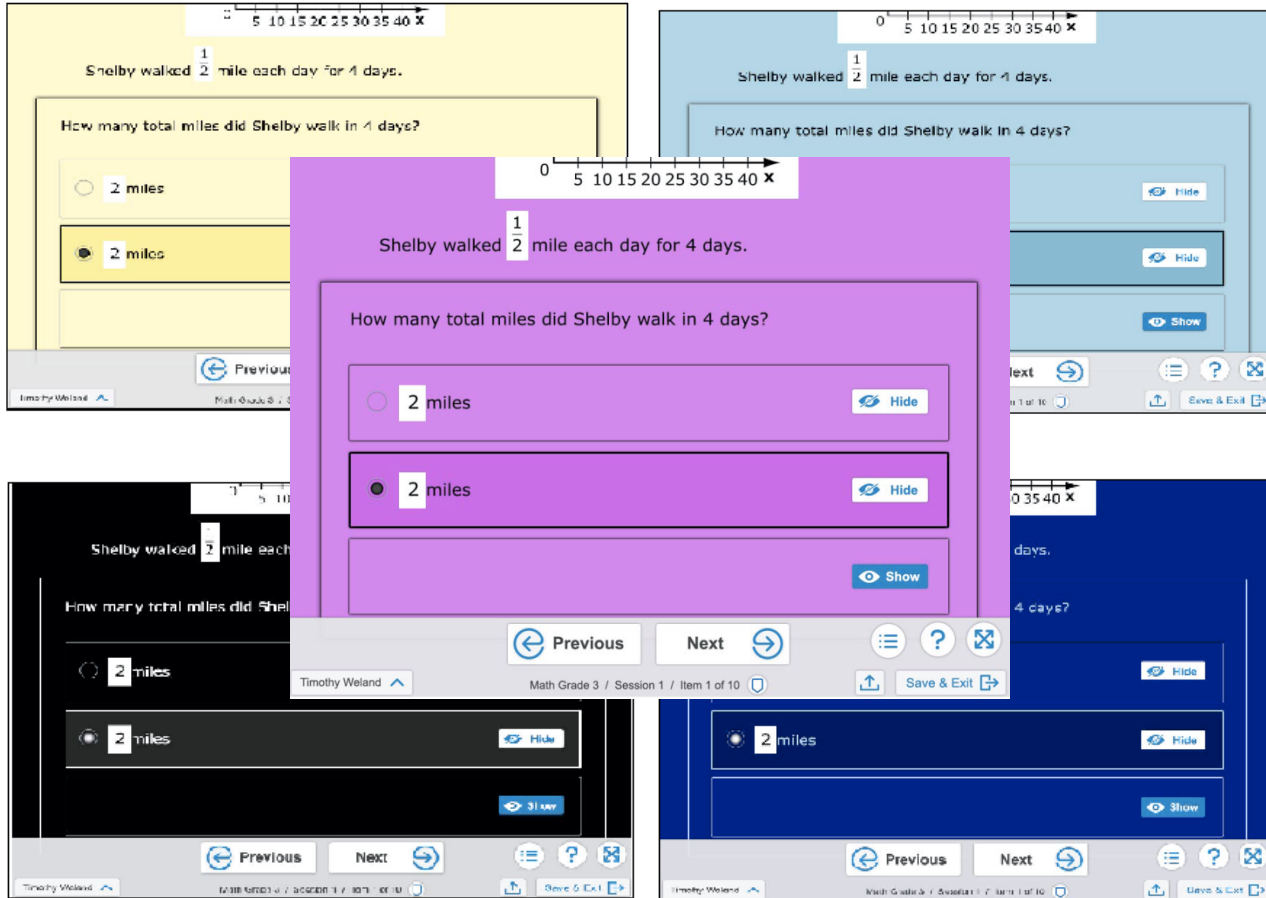
 Help

 Save &
Exit

Assessment Feature: Alternate Color Themes



Assessment Feature: Alternate Color Themes



Assessment Feature: Line Reader

This item is about solving a problem using a ratio.

June learned 6 new vocabulary words for every chapter she read. This is a ratio of 6 to 1.

6 : 1

June learned 60 new vocabulary words.

How many chapters did June have to read to learn 60 new vocabulary words?

3 chapters

6 chapters

10 chapters

Sample Items

Sample Math Items - Gr6 / Section 1 / Item 1 of 3



Next A button with the word "Next" and a right-pointing arrow icon.



Assessment Feature: Magnification

How many chapters did June have to read to learn 60 new vocabulary words?

Sample Items

Sample Math Items - Gr6 / Section 1 / Item 1 of 3



Next



Bookmark



Items



Full
Screen

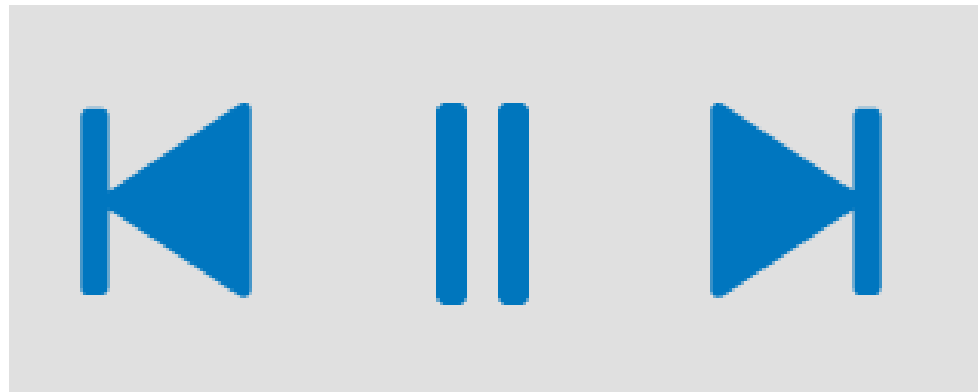
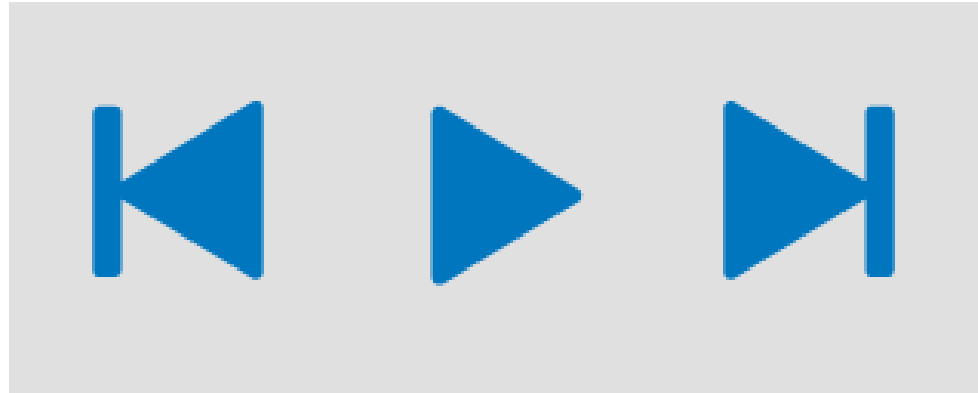


Help



Save &
Exit

Assessment Feature: Audio Reader



Accommodations

- Accommodations are adjustments to the testing situation, test format, or test administration that provide equitable access during assessments for students with disabilities who are eligible under IDEA, students on Section 504 Plans.
- Accommodations do not alter what is being measured.

NOTE: *Accommodations must be documented in the student's IEP and used routinely during daily instruction.*

Allowable Accommodations

Assistive Technology (AT)

Students may use assistive technology devices for viewing, responding to, or interacting with the Test. The student and TA should use the AT device with the sample items to ensure that it functions properly with the MSAA Online Assessment System. Refer to the [MSAA Online Assessment System User Guide for Test Administrators](#) for information about compatibility of the MSAA Online Assessment System with assessment features.

Paper Version

A Paper Version of the Test may be downloaded and printed from the MSAA Online Assessment System in PDF format. After testing, all printed assessment materials must be given to the TC for secure shredding, and all downloaded files must be deleted from any computer or laptop used for testing.

Scribe

A TA may record student responses for all or part of the Test, including the writing prompt. Anyone performing as a scribe for the student must read and follow the *MSAA Scribe Accommodation Protocol* in Appendix A of this document. Here are three ways a scribe can support the student's independence during testing:

1. A student is able to use a mouse to select a response to the selected response items but cannot use the keyboard to type a response to the writing prompt. In this case, the scribe can type the student's writing response but may not need to help with any other part of the Test.
2. A student is able to use the mouse but becomes physically fatigued easily. The scribe can select the response the student indicates as needed. The scribe can assist with recording and typing the student's writing response.
3. A student is able to complete the Paper Version of the Test that the TA printed. The TA enters the student's responses into the MSAA Online Assessment System when the student has completed the Test, after each testing session, or after several items are completed.

NOTE: All student responses must be entered for Session 1 before an assignment in Session 2 may be determined.

Sign Language

For students who use American Sign Language (ASL), Pidgin Sign English (PSE), or Sign Exact English (SEE), the TA may translate passages, items, answer options, and directions. Review the vocabulary lists for ELA and Mathematics to determine which words the student may need practice with prior to testing.

Required Documents: It is important to adhere to the *Sign Language Protocol* in Appendix C of this document as it will help signers avoid cueing the student.

Accessing the MSAA System



Where to Start

From: MSAA System <noreply@measuredprogress.org>

Subject: Important Information from the MSAA System.

Welcome to the MSAA Online Assessment System.

You are receiving this email because you are identified as either a Test Coordinator or Test Administrator involved in supporting or administering the Multi-State Alternate Assessment in ELA and Mathematics in grades 3-8 and 11. This email contains login information for the MSAA Online Assessment System so you may access test administration documents, online training modules, student rosters, and eventually the tests themselves.

You may log in by clicking this link or copying and pasting it to your browser:

<https://www.msaaassessment.org/user/reset/32912/1545948509/kSDQoLkKTqwkDF0lgraxIzefXt7Tmdb8evcGWZGBA>

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to login at

<https://www.msaaassessment.org/user>

After you log in, the Test Administration Manual (TAM) and User Guides are available to download on the home page, or Dashboard, in the blue banner at the bottom of the page. The Test Administration Training Modules for both Test Coordinators and Test Administrators are available as of March 4, 2019, so you may complete the training requirements and begin preparing to administer the assessment. The assessment is live as of March 18, 2019.

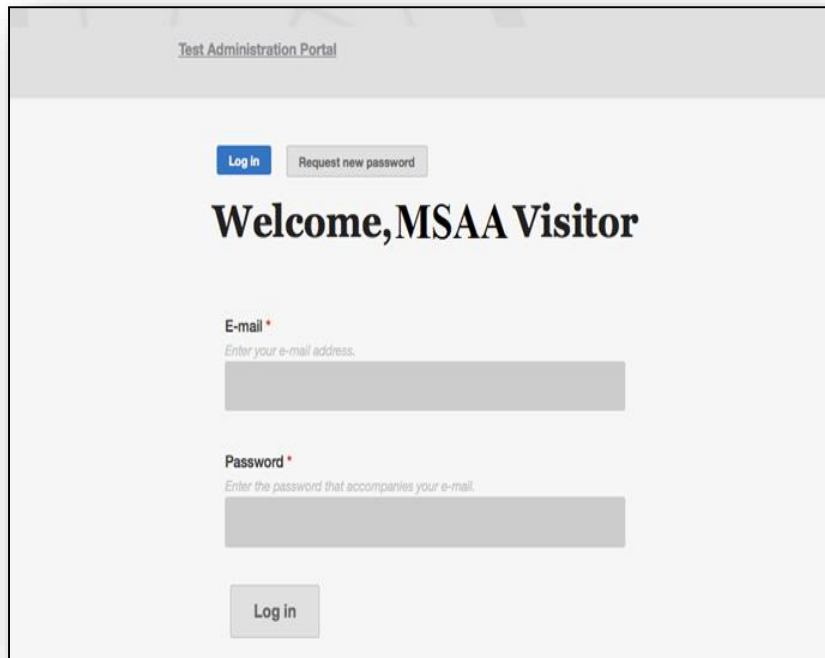
Please contact the MSAA Service Desk at 866-834-8879 or

MSAAServiceCenter@measuredprogress.org should you need more assistance.

NOTE: Add MSAAServiceCenter@measuredprogress.org to your district's filter safe list.

Access the MSAA System

- Once the TA's user account is created and a password is created, access the MSAA System by using the URL <https://www.msaaassessment.org>



The screenshot shows the 'Test Administration Portal' login interface. At the top, there are two buttons: 'Log in' (highlighted in blue) and 'Request new password'. Below these is the heading 'Welcome, MSAA Visitor'. The form contains two input fields: 'E-mail *' with the placeholder text 'Enter your e-mail address.' and 'Password *' with the placeholder text 'Enter the password that accompanies your e-mail.'. A 'Log in' button is positioned at the bottom of the form.

NOTE: *Bookmark this page!*

Access the MSAA System – Dashboard



Multi-State Alternate Assessment System

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Tests

RESOURCES

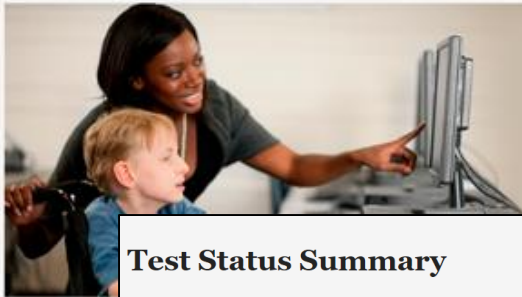
- Sample Items
- Technology Requirements
- Get Help
- Test Administration Training
- Test Administrator User Guide
- Test Coordinator User Guide
- Test Administration Manual (TAM)
- Test Administration Best Practice Videos



Multi-State Alternate Assessment at www.msaaassessment.org is the home for all MSAA administration information. For assistance, contact the MSAA Service Desk.

Phone: 866-834-8879
Email: MSAAServiceCenter@measuredprogress.org

Access the MSAA System – Test Status Summary



Multi-State Alternate Assessment System

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Tests

Test Status Summary

State
ME (7)

Organization
All (7)

Download

Test Name	Test Window Ending Date	Assigned Students	Not Started	In Progress (Paused)	In Progress (Locked)	Submitted	Closed
OP_ELA_Gr03	2019-05-04	153	152	0	0	1	0
OP_ELA_Gr04	2019-05-04	158	158	0	0	0	0
OP_ELA_Gr05	2019-05-04	169	169	0	0	0	0
OP_ELA_Gr06	2019-05-04	174	174	0	0	0	0
OP_ELA_Gr07	2019-05-04	179	179	0	0	0	0
OP_ELA_Gr08	2019-05-04	160	160	0	0	0	0
OP_ELA_Gr11	2019-05-04	184	174	2	0	8	0

Access the MSAA System – Students

msaa Multi-State Alternate Assessment

MSAA System

Welcome, Maine Trainer Log out

Dashboard Test Status Summary **Students** Sample Items Test Administration Training

HOME > STUDENTS >


Students

Organization
Client Services Elementary School (11511) ▼

Search all columns

Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	Actions
25616	999999999	Client Services Elementary School	Testing Adding a student Grade 4	OP ELA Gr04 Form 1	Not Started		Actions ▼
25616	999999999	Client Services Elementary School	Testing Adding a student Grade 4	OP Math Gr04 Form 1	Not Started		Actions ▼
25617	999999999	Client Services Elementary School	Add Student Test Grade 5	OP ELA Gr05 Form 3	Not Started		Actions ▼


Access the MSAA System – Sample Items



MSAA System
Multi-State Alternate Assessment

Welcome, Maine Trainer Log out

Dashboard Test Status Summary Students **Sample Items** Test Administration Training



Multi-State Alternate Assessment System

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Tests

RESOURCES:

Sample Items

Technology Requirements

Get Help

Test Administration Training

Test Administrator User Guide



Phone: 866-834-8879
Email: MSAAServiceC

Multi-State Alternate Assessment at www.msaaassessment.org is the home for all MSAA administration information. For assistance, contact the MSAA Service Desk.

System Sample Items

Assessment	Actions
Sample Math Items - Grade 3	Actions ▾ Start Test Download PDF
Sample Math Items - Grade 6	
Sample Math Items - Grade 11	Actions ▾

Mathematics Sample Item

This item is about fractions.

This rectangle is divided into 2 equal parts.



There is 1 part that is shaded.

Assessment Features

Alternate Color Themes

Answer Masking >

Audio Player

Line Reader

Magnification

Sample Items

Sample Math Items - Gr3 / Section 1 / Item 2 of 2



Next



TOGGLE on the
Previous or Next buttons
to move forward or back

PAUSE-
Click on the
Save & Exit
button

Within the System Before Testing



Before Test – Required Steps

- TAs must provide information in these tabs to access and administer a test:
 - Demographics
 - LCI
 - Accommodations: Before Test
 - SRC

Access Student Profile



Multi-State Alternate Assessment System

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Tests



Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	Actions
4	NV10013	NVSchool	Student13 Test Grade 3	Math POC Stage Adaptive V3 10 03 2016 Form 1	Paused by	Joseph Luat	Actions ▾
4	NV10013	NVSchool	Student13 Test Grade 3	Math POC Stage Adaptive V3 10 03 2016 Form 1	Paused by	Joseph Luat	Actions ▾
5	NV10014	NVSchool	Student14 Test Grade 4	Math POC Stage Adaptive V3 10 03 2016 Form 1	In Progress with	Testing QA	Actions ▾

Student Demographic Information

Demographics	LCI	Accommodations: Before Test	SRC	Accommodations: After Test
---------------------	-----	-----------------------------	-----	----------------------------

Please contact your Test Coordinator to make edits to Student Demographic information

Student ID *
101011

First Name *
test1

Last Name *
student1

NOTE: *TAs must review the information.
Only TCs can make changes.*

Student Learner Characteristics Inventory (LCI)

Demographics **LCI** Accommodations: Before Test SRC Accommodations: After Test

Save **Cancel**

Student's Primary IDEA Disability
Deaf-blindness

Is your student's primary language a language other than English?
 No
 Yes

Primary Language *
English

Classroom Setting

- Special school.
- Regular school, self-contained special education classroom, some special inclusion (students go to art, music, PE) but return to their special education class for most of school day.
- Regular school, primarily self-contained special education classroom, some academic inclusion (students go to some general education academic classes (reading, math, science, in addition to specials) but are in general education classes less than 40% of the school day).
- Regular school, resource room/general education class, students receive resource room services, but are in general education classes 40% or more of the school day.
- Regular school, general education class inclusive/collaborative (students based in general education classes, special education services are primarily delivered in the general education classes) – at least 80% of the school day is spent in general education classes.

NOTE: All fields are required. A radio button or dropdown menu is available to provide your response.

Accommodations: Before Test

REQUIRED!!!!

Check all
boxes that
apply.

No
Accommodations?

The screenshot shows a web form with tabs: Demographics, LCI, Accommodations: Before Test (highlighted with a red box), SRC, and Accommodations: After Test. Below the tabs are 'Save' and 'Cancel' buttons. The main heading is 'Accommodations: Before Test'. The content area, outlined in red, contains the following text and checkboxes:

Before administering the test to a student, select the accommodations on the list below that the student must receive. If the student does not need any accommodations, please select the last box in the list below.

- Assistive Technology
- Paper Version
- Scribe
- Sign Language
- Check this box if the student does not need any accommodations.

At the bottom of the form are 'Save' and 'Cancel' buttons. A blue arrow points from the 'No Accommodations?' text to the checked checkbox.

Before Test – Required Steps

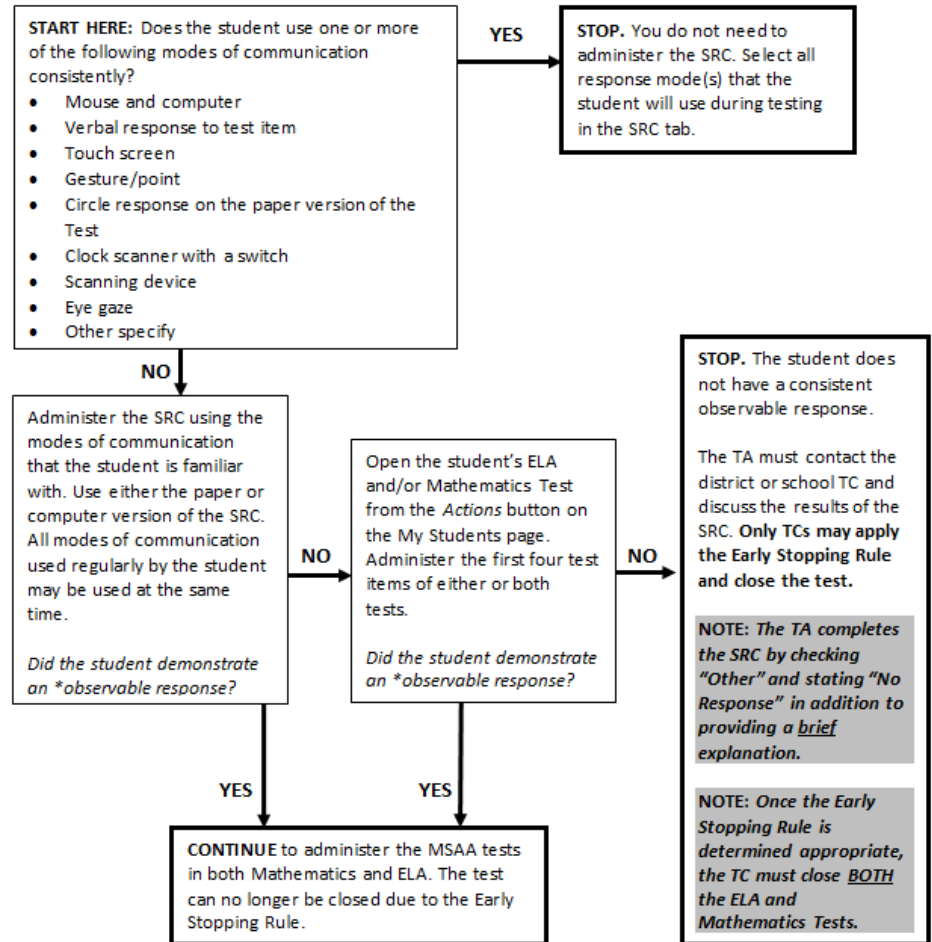
Student Response Checklist (SRC)

- An **observable response mode** is a predictable and consistent behavior or movement that is able to be understood by a communication partner as intentional communication. Students must:
 - demonstrate an intent toward the task.
 - respond or share information about the stimulus (test item).
- Assigning meaning to habitual or uncontrollable motor movement and vocalization without communicative intent are not considered response modes.

Before Test – Required Steps

Using the SRC and Early Stopping Rule Flowchart

- It is recommended that the SRC be administered **more than one time** during the testing window before the Early Stopping Rule is applied.
- The TA may want to consider changing the time of day, day of week, or location of testing when administering the SRC multiple times.



Student Response Check (SRC)

- The **Student Response Check** is a three-question, content-neutral task used to ensure that the TA can clearly identify which answer a student chooses for a selected-response (SR) item.
- You **must conduct** an SRC if you are not certain that the student will communicate an observable response to test items. Unobservable student responses will not permit the TA to enter a student's response in the MSAA System.
- You **will not conduct** an SRC if you are certain that the student has an observable mode of communication so that you may enter a student's response in the MSAA System with confidence.

Student Response Check (SRC)

- Observe the student responding to the task using each mode or response, as appropriate.
 - If student uses a mode of response, check this mode on the SRC.

NOTE: *The use of hand-over-hand or any physical prompt is not considered an observable response.*

Student Response Check – Computer Administration

- Click on the **SRC** tab.
- Click the **Start Computer Student Response** button if a student can indicate a response to an item by
 - Using the mouse to select an answer;
 - Verbalizing answers;
 - Gesturing or pointing to the answer; or
 - Using Assistive Technology to indicate answers.
- For students who communicate using gestures, eye-gaze, or other modes of communication that make using the computer difficult, conduct the SRC using the paper version.

Student Response Check – Paper Administration

- Click the **Paper & Pencil Student Response Check** button to access the copy of the SRC for printing.
- When the SRC begins on the computer, you (and the student) will see an introduction to the SRC with some general directions about how to proceed.
- Click the **Next** button at the bottom of the page to proceed to and work through the SRC items.
- After the student completes the SRC, you will be returned to the SRC page within the MSAA System.
- Check all that apply to complete the SRC tab.
- A verification question will appear under each checked statement. Select YES or NO to proceed.

Student Response Check – Paper/Computer Administration

Demographics LCI Accommodations: Before Test SRC Accommodations: After Test

Save Cancel

Student Response Check to Observe Student Response Mode

Please see pages 30-32 in the [Test Administration Manual](#) for directions.

The purpose of the Student Response Check (SRC) is to ensure that the TA can clearly see and understand which answer a student chooses for a test item. For students who have a clear method of communication and who clearly select their answers to the test questions by either responding verbally or using assistive technology (AT), conducting an SRC is not necessary. Students do not need to use the same response mode for every item.

Note: The use of hand-over-hand or any physical prompt is not considered a consistent and observable response because the student is not indicating his/her answer choice in an independent way.

The TA will not conduct an SRC if the TA is certain that the student has a consistent, observable mode of communication so that the TA may enter a student's response in the MSAA System with confidence. If so, skip down to the list of communication modes below and indicate how the student will respond to the test items. Then proceed to administering the Test.

The TA will conduct an SRC if the TA is uncertain that the student has a consistent mode of communication and that the student's response to a test item may not be observable by the TA so that the TA may enter a student's response in the MSAA System with confidence. There are two ways that the TA can conduct the Student Response Check: (1) using the computer, or (2) using a paper version. Select Start Computer Student Response Check button to start the computer-based version, or select Paper and Pencil Student Response Check to download and print the PDF version.

Start Computer Student Response Check Paper & Pencil Student Response Check

Indicate below the students' communication modes; the way in which the student will respond to the test items (1) as observed during the SRC, or (2) the TA is certain that the student has a consistent, observable mode of communication. More than 1 communication mode may be indicated.

- Student uses mouse and the computer
- Student will provide a verbal response to the test item
- Student will use a touch screen or gestures/pointing to select the item
- Student circles the correct response on the paper/pencil version of the test
- Student will use a clock scanner with a switch
- Student will use a scanning device
- Student uses eye-gaze
- Other, please specify

*If the Early Stopping Rule (ESR) is determined appropriate, the **TC** must close **BOTH** the ELA and Mathematics tests.*

REMEMBER BEST PRACTICE - The TA completes the SRC by checking "Other" and stating "No Response" in addition to providing a brief explanation for any student who does not have a consistent observable response.

Close a Test

A student's test may be closed ONLY if the criteria for the Early Stopping Rule is met:

- If the student did not display an observable response during the SRC AND the TA administered the first four test items in either Mathematics or Reading AND the student's response was not observable for any of the first four test items.
- *The TA completes the SRC by checking "Other," stating "No Response," and providing a brief explanation in the text box, and consults with the TC.*
- *The TC must close BOTH the ELA and Mathematics tests.*

NOTE: *Test Closure is only available to TCs. If a student withdrew or is no longer eligible, the TA must also contact the TC.*

Before Testing Best Practices

- Check IEPs for allowable accommodations
- Review the TAM
- Organize DTA materials and scripts
- Prepare cutouts
- Prepare tactile graphics or object replacement materials
- Watch best practice videos

Directions for Test Administration (DTA)

Available March 4



Multi-State Alternate Assessment

**Directions for Test Administration
Mathematics
Grade 3 Sample Items**



Multi-State Alternate Assessment

**Directions for Test Administration
English Language Arts- Reading
Grade 8 Sample Items**

Directions for Test Administration (DTA)

- TAs should refer to the TAM ***and*** the DTAs for all directions regarding test administration.
- Each DTA is specific to the form of the test that is assigned to the student.
- Download the DTAs from the Action button in the MSAA Online Assessment System at <http://www.msaaassessment.org/>.

Directions for Test Administration (DTA)

- Read the directions, passages, items, and answer option text exactly as written, using a consistent rate of reading and tone of voice, as appropriate.
- Be familiar with and utilize the alternative text, as appropriate. Alternative text is written in italics and appears in brackets.

Directions for Test Administration (DTA)

- Two types of alternative text are provided in the DTA:
 - Alternative text for all students includes standardized descriptive statements for tables, charts, graphs, time lines, and MathFlow to be read aloud to *all* students.
 - Alternative text for students who are blind or have visual impairments includes descriptive statements for tables, charts, graphs, and any other graphics necessary for appropriate interaction with the items (e.g., an answer option that is a graphic with no accompanying text or a graphic that provides contextual clues for a sighted student).

NOTE: *If the alternative text for students with a visual impairment is not read by the computer, the TA must read this text aloud to the student as indicated in the DTA.*

Directions for Test Administration (DTA)

Any script the TA must read aloud to the student is in black.

Directions

We are going to read an informational text and a poster about the Chesapeake Bay region.

The Chesapeake Bay Region

[For all students read, "This map shows the Chesapeake Bay region. The Chesapeake Bay borders Delaware, Maryland, Washington, D.C., and Virginia and flows into the Atlantic Ocean."]



The Chesapeake Bay region is a special place. It is a body of water that touches many different areas: Maryland; Virginia; Delaware; Washington, DC; and the Atlantic Ocean. It has an important history, and it is an interesting place to visit.

The History of the Chesapeake Bay Region

The name Chesapeake is from a Native American word. The Algonquian people are Native American people. They lived in the region before Europeans came to North America. They called the bay "Chesepiiooc."

Life in the Chesapeake Bay Region



The bay includes both fresh water and salt water. Water from rivers and an ocean flow into it. Many plants, animals, and people live in and around the bay.

People get together to help keep the bay clean and safe for everyone. Fishermen work there. Catching crabs is their specialty. A lot of goods from all over the world are shipped in and out of the bay.

The Chesapeake Bay region is also a fun tourist destination. Many people come to visit it.

Now we are going to read a poster about saving the Chesapeake Bay.

[For all students, read "The title of this poster is 'Save the Bay Day.' It has a map, a list, and pictures of animals. The map shows the Chesapeake Bay region. The list reads 'Who: People who care about the Chesapeake Bay,' 'What: A cleanup of the Chesapeake Bay,' 'When: June fifth, eight A.M. to noon,' 'Where: Rivers, streams, and beaches of the Chesapeake Bay,' 'Why: To help clean the bay for the animals and plants that live there.' The pictures are a crab, a tree, and a seagull.]

Save the Bay Day



Who: People who care about the Chesapeake Bay

What: A cleanup of the Chesapeake Bay

When: June 5th, 8 A.M.—noon

Where: Rivers, streams, and beaches of the Chesapeake Bay

Why: To help clean the bay for the animals and plants that live there



Any actions the TA must perform are in gray italics. Any alternative text for students with visual impairments will be in gray bracketed italics.

Directions for Test Administration (DTA) – Mathematics

Calculator may be used on this item.
Provide student with printed picture graph and tile
Item 1

The use of calculators is identified here.

This data table shows how six students voted for their favorite after-school activity.

Point to the data table.

[For all students, read "The title of the data table is Favorite After-School Activity. There are two columns and three rows. The first column is labeled Activity. The second column is labeled Number of votes. First row, Biking, three. Second row, Drawing, one. Third row, Reading, two."]

Favorite After-School Activity


Activity	Number of votes
Biking	3
Drawing	1
Reading	2

This incomplete picture graph can be used to show the same information as the data table.

Place the picture graph and tiles onto the work surface in front of the student. Point to the title and labels of the picture graph.

[For all students, read "The title of the incomplete picture graph is Favorite After-School Activity. The picture graph has two columns and three rows. The first column is labeled Activity. The second column is labeled Number of votes. Row one, Biking, three bikes. The second and third rows have not yet been completed."]

Favorite After-School Activity

Activity	Number of votes
Biking	
Drawing	
Reading	

Alternative text for students with visual impairments is in brackets with gray italics and should be read aloud as necessary.

The data table shows that 3 students voted for biking as their favorite after-school activity.

Point to the Biking row in the data table.

Calculator may be used on this item.

There are 12 inches in 1 foot.

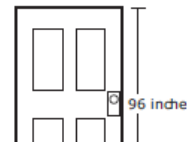
Point to the equation.

[For all students, read "Twelve inches equals one foot."]

12 inches = 1 foot

This door has a height of 96 inches.

Point to the picture of the door.



Any actions the TA should perform are in gray italics.

If the TA is reading aloud to the student, the script is given in black.

- A. 7 feet
- B. 8 feet
- C. 9 feet

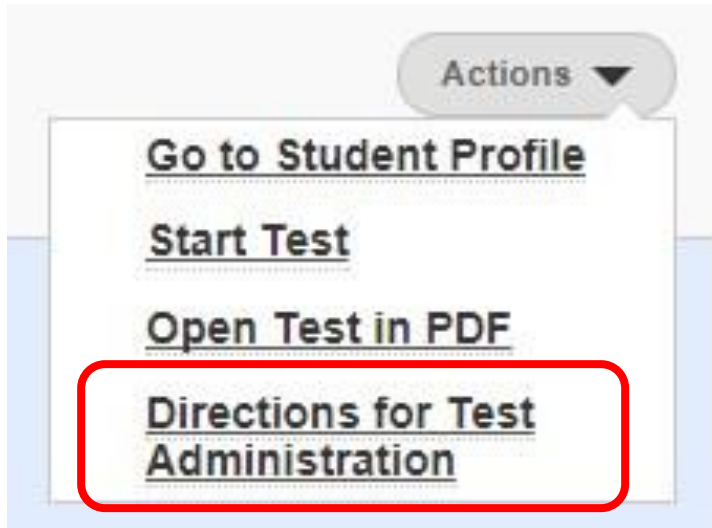
Administer and Navigate the MSAA System



Ready to Begin!

- ✓ You have verified that you have all of the right technology necessary for testing.
- ✓ All students have gone through some practice items.
- ✓ You have finished the training modules.
- ✓ You have completed and passed the Final Quiz with at least an 80% accuracy score.
- ✓ You have completed the Student Profile:
 - ❖ **Student Demographics, LCI, Accommodations: Before Test, and the Student Response Check.**
- ✓ You have downloaded all the Directions for Test Administration (DTA).

Access Directions for Test Administration



A screenshot of a 'Confirm Student' form. The title 'Confirm Student' is enclosed in a red box. Below the title is a text instruction: 'Please confirm the Student Name and Test Name, and select the session(s) you would like to download the DTA for. Then, click "Download DTA"'. The form contains three main sections: 'Student name' with the value 'test1 student1 (101011)', 'Test name' with the value 'OP Math Gr06', and 'Select test session' with four radio button options: 'Session_1', 'Session_2A', 'Session_2B', and 'Session_2C'. At the bottom, there are two buttons: a red 'Go Back' button and a grey 'Download DTA' button, which is also enclosed in a red box.

Adobe Reader is needed to print directions.

Start and Navigate a Test



MSAA System

Welcome, Maine Trainer Log out

Dashboard Test Status Summary **Students** Sample Items Test Administration Training

HOME / STUDENTS /

Students

Organization

Client Services Elementary School (11511) ▼

Search all columns

Go

Clear Filters

Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	Actions
25616	999999999	Client Services Elementary School	Testing Adding a student Grade 4	OP ELA Gr04 Form 1	Not Started		Actions ▼
25616	999999999	Client Services Elementary School	Testing Adding a student Grade 4	OP Math Gr04 Form 1	Not Started		
25617	999999999	Client Services Elementary School	Add Student Test Grade 5	OP ELA Gr05 Form 3	Not Started		

[Go to Student Profile](#)

[Start Test](#)

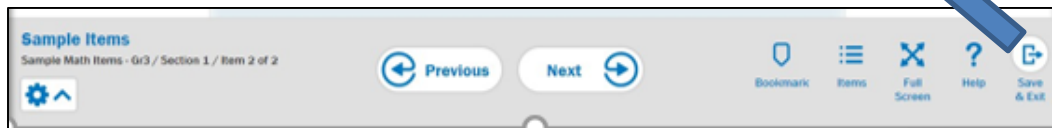
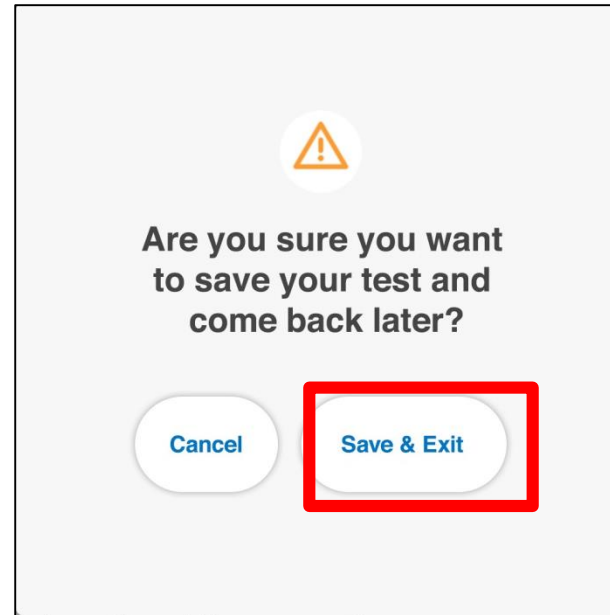
[Open Test in PDF](#)

[Directions for Test Administration](#)

NOTE: *Only one test may be open at a time. Always Save & Exit a student's test when taking a break.*



Pause a Test



Writing Prompt Evidence

- Students type their response into the online test administration platform.

OR

- TAs transcribe the response from the writing template into the online platform.

(Requires Scribe accommodation)

OR

- Students who use the paper response template have their evidence uploaded via webcam or scanner.

- Response **must** be annotated by teacher so that it can be understood by reader/scorer.

Writing Prompt Considerations

- **Annotate** the student's writing response when it includes inventive spelling, hard-to-read penmanship, or use of symbols. Refer to Appendix A of the TAM for more details on annotation.
- **What needs to be uploaded to the MSAA System?** Only the final "Response Template" needs to be uploaded. Do not include: idea cards, drafts, pictures of communication boards/devices, student selections from pictures, etc. If your student uses a communication board/device, please upload only a picture of the final writing product produced with the device. Do not upload pictures of students.
- **Where can I find more information about uploading writing evidence?** Refer to *MSAA System User Guide for Test Administrators* for specific directions regarding how and when to capture and upload writing evidence.

Capture Evidence

When you are administering the writing items, the **Upload Evidence** button will become available.

Click on this button to begin the evidence upload process.



A pop-up window provides you with two options to capture evidence.

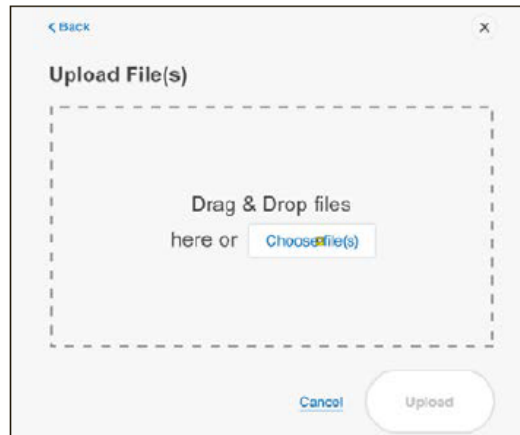
Select the **Attach File** button for scanned documents.



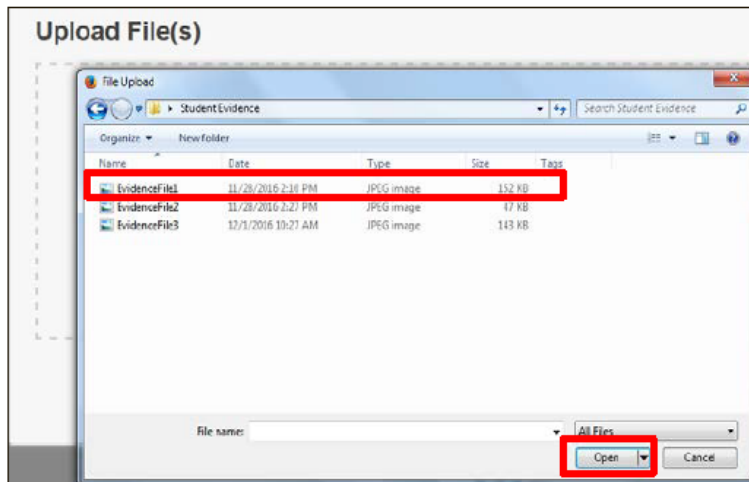
File Upload

A file upload prompt will appear.

Click **Choose Files** or drag and drop evidence files into the **Upload File(s)** prompt.

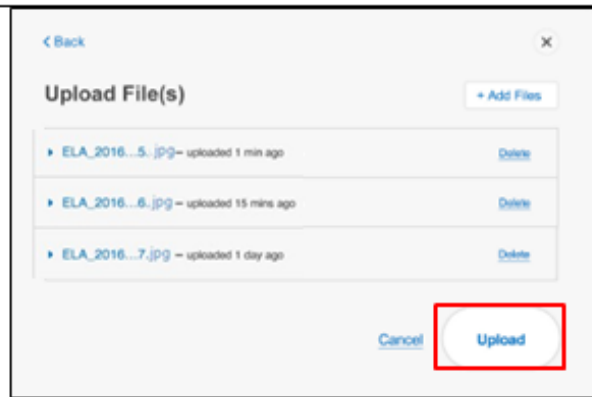


Select the file(s) that contain the scanned image, and click **Open**.

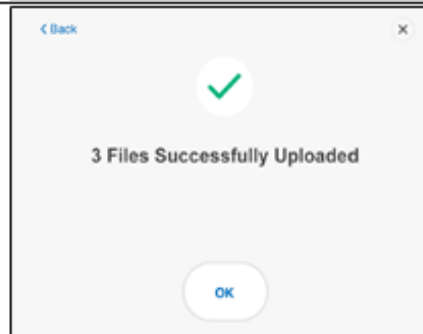


File Upload

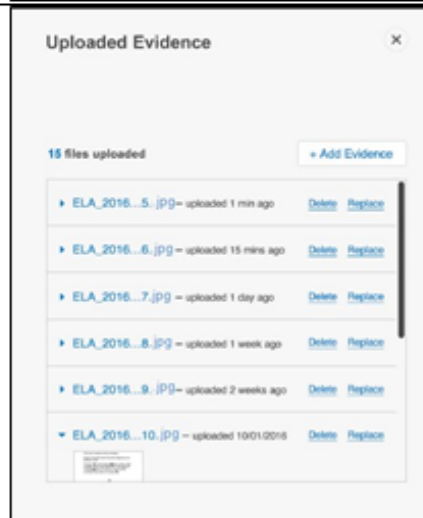
The file names will display in the upload prompt and can be viewed by clicking the file name. Click the **Upload** button when you are ready.



The system will provide you with a confirmation of successful upload. Click **OK**.



You will return to the **Uploaded Evidence** screen, and the files you uploaded will now be listed. These files can be reviewed, replaced, or deleted.




Uploaded Evidence Confirmation

The screenshot displays an assessment interface with several key components:

- Topic:** Su
- Confirmation Dialog:** A central dialog box with a warning icon asks, "Do you need to upload Evidence?". It features two buttons: "Yes" (highlighted with a yellow arrow) and "No" (highlighted with a green arrow). A green arrow points from the "No" button to the session completion notification.
- Evidence Upload Panel:** A panel on the left titled "Evidence Upload" with a close button (x). It contains instructions: "Click 'Add Evidence' to select and upload files. Review the images in the 'Uploaded Evidence' box below." It shows "0 files uploaded" and a "+ Add Evidence" button. Below is an "Uploaded Evidence" section with a placeholder: "Select & Upload files by clicking the Add Evidence button."
- Session Completion Notification:** A notification on the right with a warning icon states, "You have reached the end of your session". It shows "SESSION 2C (SECTION 5)" and "19/20 Answered". Below the notification are three buttons: "Review Current Session", "Submit Session", and "Save & Exit".
- Bottom Navigation Bar:** A grey bar at the bottom contains several icons: "Previous", "Next", "Read Again", "(0) Upload Evidence" (highlighted with a red box), "Bookmark", "Items", "Full Screen", "Help", and "Save & Exit".

End of Session




You have reached the end of your session

SESSION 1

10/25 Answered

What would you like to do?

[Review Current Session](#) | [Submit Session](#) | [Save & Exit](#)



Are You Sure?

You will not be able to come back to the current session once you move on to the next one.

[Cancel](#) [Finish Session](#)

Submit



You have reached the end of
your session

SESSION 1

10/25 Answered

What would you like to do?

[Review Current Session](#)

[Submit Session](#)

[Save & Exit](#)

After Testing



After Testing: Required Tasks

Test Administrators must complete the After Test Accommodations information in the MSAA System for ***each student.***

Test Administrators must enter the End of Test Survey into the MSAA System after testing ***all students.***

NOTE: *Following the administration, the TA will record in the Accommodations: After Test tab the accommodations their student actually used during the test; not the accommodations that were made available to the student.*

Accommodations: After Test

Demographics	LCI	Accommodations: Before Test	SRC	Accommodations: After Test
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Save **Cancel**

Accommodations: After Test

Please select the accommodation/s that the student actually used during the Test. If the student did not use any accommodations, select the last box.

- Assistive Technology
- Paper Version
- Scribe
- Sign Language
- Check this box if the student did not need any accommodations.

End of Test Survey

- After administration is complete for all students, complete one End of Test Survey.
- The Survey responses provide additional information about:
 - How the test functions for students with unique and varying needs
 - Student engagement with the test
 - The opportunity to learn the content represented by the State Content Standards

End of Test Survey

Dashboard Test Status Summary **Students** Test Administration Training Reports

HOME / STUDENTS /

Students

Organization
BT School (21) ▼

Search all columns **Go** Clear Filters

Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	Actions
5	101011	BT School	test1 student1 Grade 6	OP ELA Gr06 Form 1	Submitted by	NCSC Admin (17319)	Actions ▼
5	101011	BT School	test1 student1 Grade 6	OP Math Gr06 Form 1	Paused by	Mary Smith	

Actions ▼

Go to Student Profile

Go to survey

Testing Integrity: Appropriate and Inappropriate Test Practices



Test Integrity

- Handle test materials in a secure manner
- Prepare a secure testing environment
- Recognize inappropriate test practices
- Monitor and report inappropriate test practices

NOTE: *Items are for the exclusive use of testing and are not to be used for instruction, shared, emailed, copied, or distributed in any manner. To do so is a test irregularity and a violation of test security.*

Creating a Comfortable and Secure Testing Environment

- Maintaining a secure testing environment includes but is not limited to the following:
 - Restricting student access to resources that are explicitly identified in the DTA
 - Removing any devices or materials that could jeopardize test content in the test-taking environment or distract the student
 - Viewing of test items only by the student taking the test and the certified, licensed, and trained TA administering the test

Creating a Comfortable and Secure Testing Environment (cont.)

- Ensuring a secure, quiet test-taking environment, void of distractions, and one that does not permit other students to hear the item responses of the student being tested
 - A secure and comfortable space could be a corner of the classroom where the TA and the student can work uninterrupted and in privacy. Other students may remain in the classroom but cannot interfere when testing is taking place. Additional staff may be required in order for the TA to focus on the student being tested.
- Reviewing the assessment features and accommodations the student may need
- Making sure the same computer (if using a computer administration), laptop, tablet, or other device is available for testing. This ensures that security of materials is maintained.

Test Security and Test Irregularities

The following is a list of security requirements for administering the MSAA:

- Maintain all printed test materials in a secure, locked location.
- Protect secure materials from view by other students, teachers, parents, school staff, or other individuals. This includes logging out of the MSAA Online Assessment System and closing the browser after each testing session.
- Do not duplicate, reproduce, or share items or other secure test materials.
- Give *all* printed test items or other printed material to the TC for secure shredding.
- Delete any test materials, items, and information from the computer and any assistive technology used by the student after testing is complete.

Test Security and Test Irregularities (cont.)

Test irregularities that could impact a secure test administration:

- Failing to sign and submit your state's security agreement to the district
- Applying the Early Stopping Rule for any reason other than lack of an observable response
- Failing to use the DTA to administer the items
- Changing the wording of test directions, test items, answer options, or any text as it is written in the DTA
- Using any materials not indicated in the DTA
- Providing students a preview of the test at any time
- Providing answers, clues or cueing to students in advance of or during test administration

Test Security and Test Irregularities (cont.)

Test irregularities that could impact a secure test administration: (cont.)

- Manipulating testing materials in a way that hints at a correct or incorrect answer or reduces answer options
- Changing a student's answer
- Using any of the MSAA test materials (including items and/or DTA) for instructional purposes
- Sharing test items, test content, or test forms, either written or verbally, or through photography, phone cameras, recording devices, note taking, or any other manner, with colleagues, other staff members, students, parents, media or the general public
- Leaving the MSAA Online Assessment System unattended while logged in to the test or the DTA
- Administering the test by a staff member who has not completed the online training modules and passed the Final Quiz

How to Monitor and Report Irregularities

TCs and TAs must:

- Monitor and report observed or suspected inappropriate test practices and test irregularities in accordance with state law and policy
- Review state laws and policies regarding test irregularities, reporting procedures, and consequences
- Follow state procedures to report inappropriate test practices
- Follow state professional codes of ethics and state law for guidelines in determining the consequences for any irregularity
- Report any incidents involving alleged or suspected violations that fall under the category of a serious irregularity to the State MSAA Coordinator in accordance with state guidelines

How to Monitor and Report Irregularities (cont.)

Reported by Test Administrators to school Test Coordinators



Reported by school Test Coordinators to district Test Coordinators



Reported by district Test Coordinators to the State Test Administration and Security Committee as appropriate

Next Steps



Next Steps

- Download and read the two manuals that Test Administrators will use
 - *Test Administration Manual (TAM)*
 - *MSAA Online Assessment System User Guide for Test Administrators*
- Complete Test Administrator Modules, as appropriate (6 of them)
- Complete the Best Practice Videos
- “MSAA Test Administration Training for Test Administrators” Final Quiz

Thank You!

