Multi-State Alternate Assessment (MSAA)

Test Coordinator and Test Administrator Overview

February 2024 | Office of Assessments

- We look forward to speaking and meeting with you today!

- Please be advised that we have turned off your video and audio capabilities to preserve bandwidth. Please feel free to share any ideas or ask any questions by typing them in the chat.

- We will be recording this meeting. The presentation, audio and a transcript will be posted to the Test Coordinator Resources webpage.

- Please sign in with this link.

Welcome!

Agenda

- MSAA Overview

- Before Test Administration Procedures

- During Test Administration Procedures

- After Test Administration Procedures

- Resources and Contacts

2023-24 Statewide Testing Windows

Assessment	2023-24 Statewide Test Window
NAEP **(Selected schools only)**	Jan. 29 – March 8, 2024
ACCESS for ELLs	Feb. 12 – March 22, 2024
MSAA and DLM	March 11 – April 26, 2024
DC CAPE **DC ELA, DC Math, DC Science**	April 1 – May 24, 2024 (April 1 – May 17, 2024: paper accommodation window)

MSAA Overview

Purposes of the MSAA

The purposes of the MSAA are to:

- Ensure that all students can 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 outcomes

- 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 assessment designed to measure student knowledge and ability on grade-level content standards

Test Overview

- Students in grades 3-8 and 11 are assessed in two content areas:

  - English language arts/literacy (ELA)

  - Mathematics

- Aligned to state content standards and MSAA Core Content Connectors

- One-to-one test administration

- Administered by a trained Test Administrator

- Sample items are available on the MSAA website and in the MSAA System

MSAA Stage Adaptive Design (All Grades)

English Language Arts
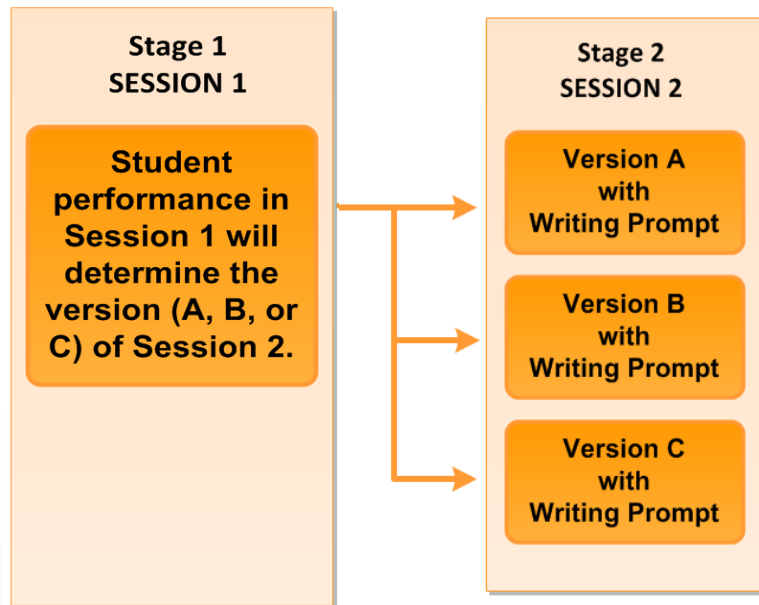
Mathematics
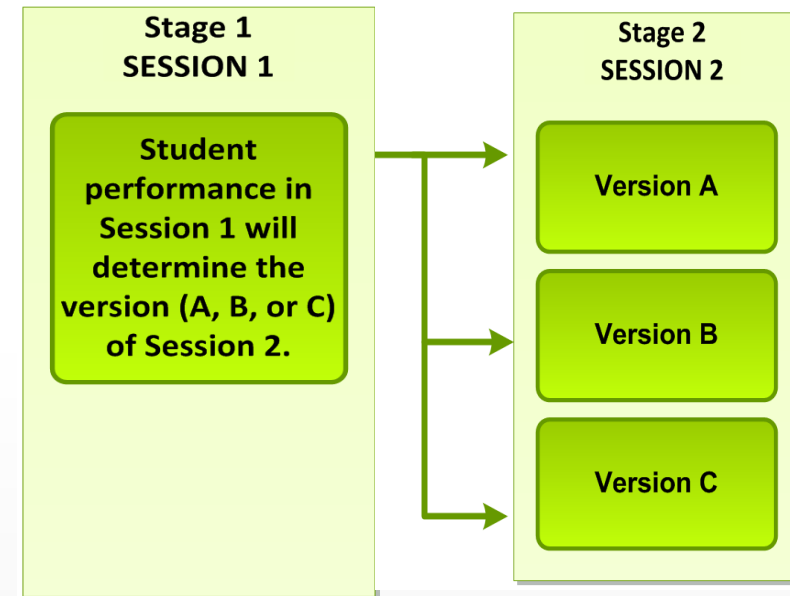
Supported Devices and Browsers

Device	Version
Windows Computer	Windows 10 or newer
Mac (Apple OS X) Computer	Mac OS X 10.15 or newer
Chromebook	OS 79 or newer
Linux	Ubuntu 18.04, Fedora 22 or newer
iPad 2 or newer	iOS 12.0 or newer, iPadOS 13.1 or newer
Android Tablet	Android 8.0 or newer
Windows Tablet	Windows 10 or newer

Browser	Version	To Install
Chrome	103+	google.com/chrome
Firefox	102+	mozilla.com
Edge	104+	Already installed on all Windows computers
Safari	12.1+	Already installed on all Mac computers

Before Test Administration

MSAA System

- Access the MSAA System at msaaassessment.org/

- Local education agency (LEA) Test Coordinators will receive a welcome email from the MSAA Service Center with login credentials

> From: MSAA System <noreply@cognia.org>
> Subject: **MSAA Account Information.**

- Click the link in the welcome email to gain access to the system and create a new password

- LEA Test Coordinators should have received the welcome email on **Tuesday, Feb. 20**

- Nonpublic School Test Coordinators should reach out to OSSE to gain access to the appropriate students in the MSAA System

- **LEA Test Coordinators are responsible for creating Test Administrator accounts**

MSAA Resources

- Test Administration Manual (TAM)

  - Information and resources for MSAA administration

  - Accessibility features and accommodations information

  - Checklists for Test Coordinators and Test Administrators

- MSAA Online Assessment System User Guide for Test Coordinators / Test Administrators

  - Overview of the MSAA testing process

  - Support resources

  - Step-by-step directions to perform various functions before, during, and after test administration

Training Requirements – Test Coordinators

- MSAA test coordinator training modules are housed in the MSAA system

- Completion of the training is required, but Test Coordinators do not need to take the final quiz

Module #	Module Title	Approximate Time
Module 1	MSAA Overview	34 minutes
Module 2	Navigating the MSAA Online Assessment System	28 minutes
Module 3	Test Administrator and Test Coordinator Responsibilities	21 minutes
Module 4	The Writing Prompt	17 minutes
Module 5	Creating and Managing Users and Classrooms	18 minutes
Module 6	Student Response Check and Early Stopping Rule	18 minutes
	Approximate Total Training Time	2.5 hours

Training Requirements – Test Administrators

- MSAA test administration training modules are housed in the MSAA System

- Each training module includes a required end-of-module quiz

- The final quiz must be passed with a score of **80 percent or higher**

Module #	Module Title	Approximate Time
Module 1	MSAA Overview	33 minutes
Module 2	Navigating the MSAA Online Assessment System	24 minutes
Module 3	Test Administrator and Test Coordinator Responsibilities	21 minutes
Module 4	The Writing Prompt	13 minutes
Module 5	Accessibility Features and Accommodations	17 minutes
Module 6	Student Response Check and Early Stopping Rule	14 minutes
	Approximate Total Training Time	2.5 hours

Test Administration Best Practices Videos

- Short videos that outline best practices for MSAA administration

- Highly recommended for Test Administrators and Test Coordinators

Video #	Video Title	Running Time
Video 1	How to Administer an Item	10 minutes
Video 2	How to Administer the SRC and Implement the ESR	12 minutes
Video 3	How to Administer a Level 2 Writing Prompt	17 minutes
Video 4	How to Administer a Level 3 Writing Prompt	16 minutes

Downloading Test Materials

- Required documents for test administration:

  ▪ Test Administration Manual (TAM)

  ▪ Directions for Test Administration (DTA)

  ▪ MSAA Online Assessment System User Guide for Test Administrators

- All three documents must be downloaded from the MSAA system

- Additional required materials are specified in the DTA for each grade:

  ▪ List of manipulatives and instructional materials (mathematics only)

  ▪ Reference sheets

  ▪ Constructed Response cutouts

Review and Complete Student Information

- Before administering the MSAA, Test Administrators must complete the following actions in the profile for each student in the MSAA system:

  - Review student demographic information before testing and contact their Test Coordinator if changes are needed

  - Complete the Student Learner Characteristics Inventory (LCI)

  - Complete the Accommodations: Before Test tab

  - Complete the Student Response Check (SRC) tab

During Test Administration

Directions for Test Administration (DTA)

- Test Administrators should refer to the DTA and TAM for all directions regarding test administration

- Each DTA is specific to the form of the test that is assigned to the student

- Read the directions, passages, items, and answer options exactly as written

- **Reminder**: The DTA and other printed materials are considered **secure materials** and must be appropriately maintained during test administration, and securely destroyed following test administration

msaa
Multi-State Alternate Assessment

Multi-State Alternate Assessment

Directions for Test Administration
Mathematics
Grade 3 Sample Items

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Multi-State Alternate Assessment

Multi-State Alternate Assessment

Directions for Test Administration
English Language Arts- Reading
Grade 8 Sample Items
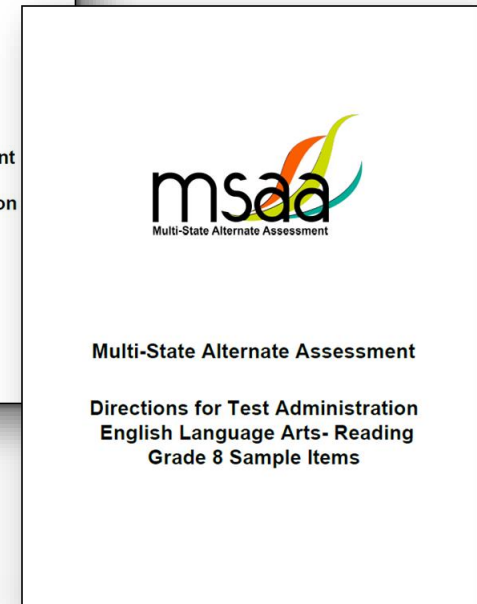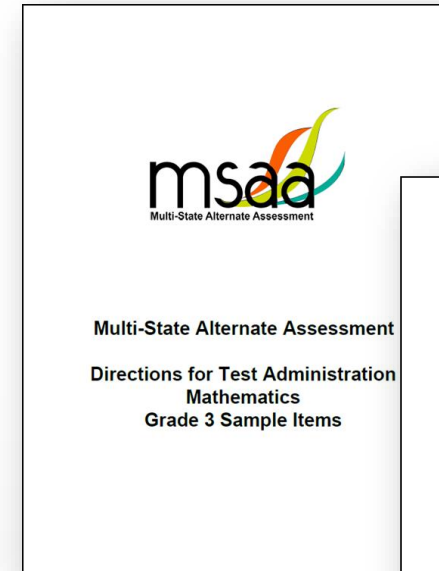
Start and Navigate a Test

- Test Administrators may only have one student test open at a time

- Always pause and save a student's test when taking a break

Administering Accommodations

- Accommodations are changes to the standard administration of an assessment that do not alter the construct being measured

- Available accommodations on the MSAA include:
  - Assistive Technology
  - Paper Version
  - Scribe
  - Sign Language

- Accommodations must be listed in the student's individualized education program (IEP) prior to testing

- Physical prompting (hand over hand) is **not** an allowable accommodation

- A list of accessibility features available on the MSAA is included in the TAM

Monitoring Test Completion

- Test Coordinators can monitor the progress of testing throughout the assessment window using the "Test Status Summary" tab on the MSAA system home page
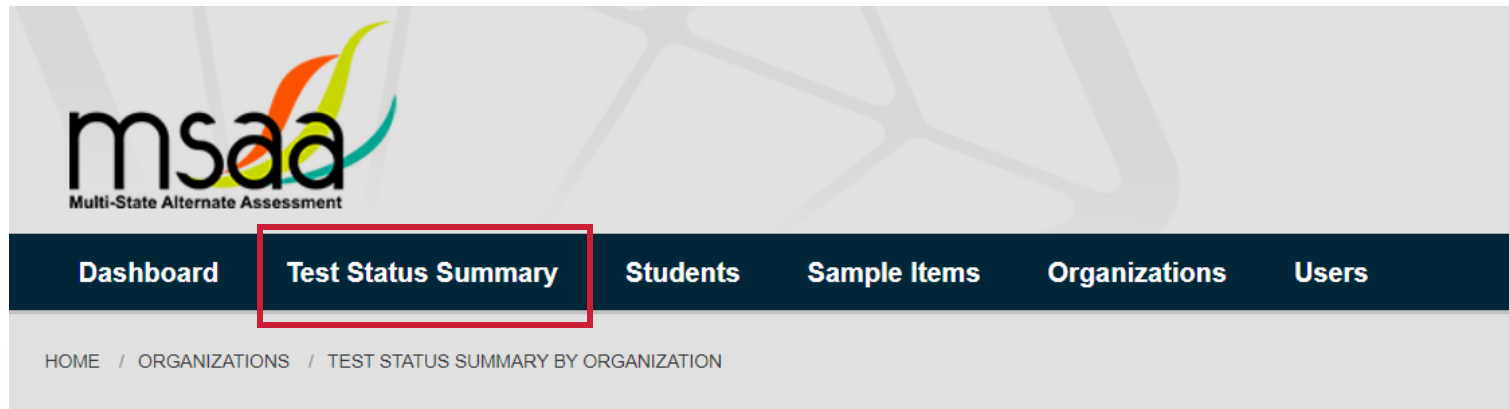
MSAA Test Statuses

- ☐ Not Started - Tests that have not been launched
- ☐ In Progress (Paused) - Tests that have been started but are paused and can be resumed
- ☐ In Progress (Locked) - Tests currently in use online
- ☐ Submitted - Tests that have been completed and submitted
- ☐ Closed - Tests closed by a TC

Early Stopping Rule (ESR)
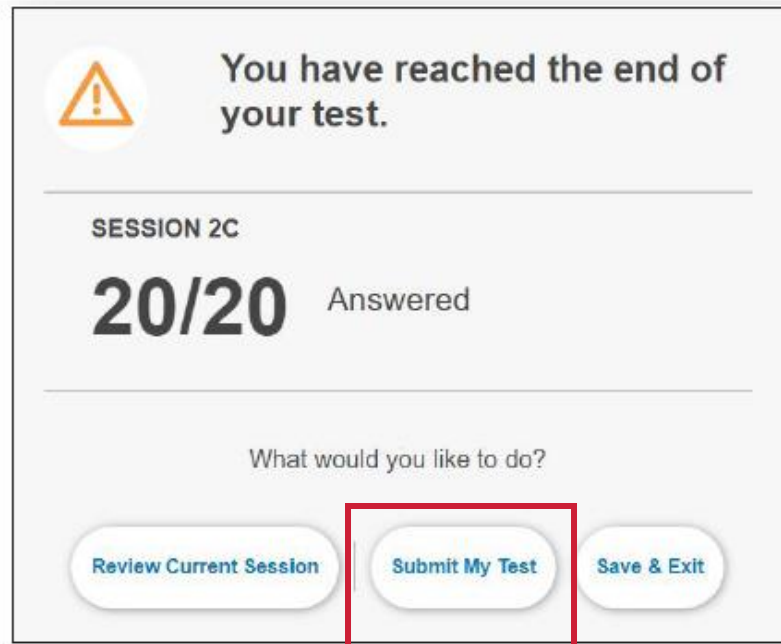
- If a student's responses to test items are not clearly observable, or understood by the TA or scribe, it may be appropriate to apply the ESR after multiple administrations of the Student Response Check (SRC)

- In order to apply the ESR and close the test for a student, the ESR procedures detailed in Appendix E of the Test Administration Manual must be followed
  - ESR procedures and a flow chart are included in the TAM and User Guide for Test Administrators

- The lack of an observable response mode is the **only** reason the ESR can be applied

- The ESR **cannot** be applied based on a student's behavior, stamina, knowledge of the content, frustration level, or refusal to participate in the test

- The ESR can only be applied to a student's test by a Test Coordinator

- Best Practices video 2 provides additional detail about administering the SRC and implementing the ESR
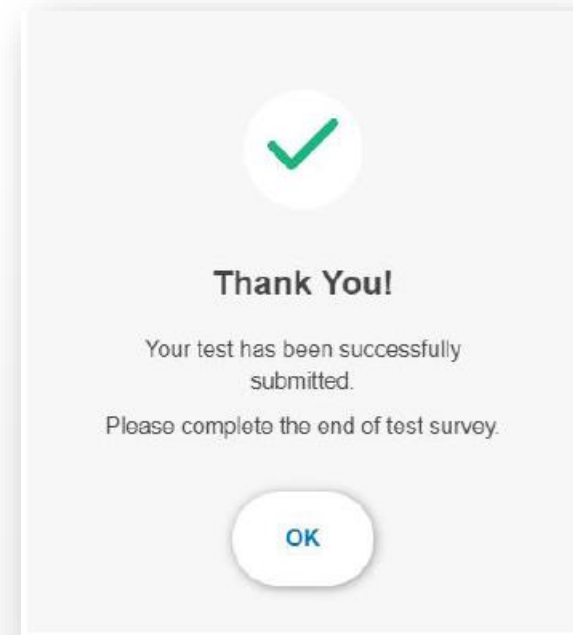
After Test Administration

Submit Student Tests

- Test Administrators must **submit** all student tests after the completion of all sessions for tests to be scored

- Test Administrators or Test Coordinators must ensure that all tests are in "Submitted" status **by 5 p.m. on April 26**

Complete the Accommodations: After Testing Tab

- Test Administrators must select the accommodations used by each student during the test

- If the student did not use any listed accommodations, select "Check this box if the student did not need any accommodations"

Complete the End-of-Test Survey

- After test administration is complete for all students, complete **one** End-of-Test Survey

- Test status for all tests is "Submitted" or "Closed"

Dispose of Secure Materials

- Destroy all printed materials (DTA, reference sheets, constructed response cutouts)

- Permanently delete all electronic test materials

Resources

Resources & Contacts

- **MSAA System**
  - Assessment management
  - Training modules
  - Test Administration Manual
  - User Guides

- **MSAA Website**
  - Test design information
  - Resources for educators and families

- **OSSE Testing Accommodations Guide**
  - Policy information and crosswalk with Special Programs

- OSSE Office of Assessments: OSSE.Assessment@dc.gov

- OSSE Assessments webpage: osse.dc.gov/assessments

Thank You!