



Multi State Alternate Assessment (MSAA)

*Test Administrator & Test
Coordinator Training*

Jan. 27, 2022| Michael Craig

Agenda

- MSAA Overview
- Before Test Administration
- During Test Administration
- After Test Administration



MSAA Overview

Purposes 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 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 3-8,11 and C3 are assessed in two content areas:
 - English language arts (ELA)
 - Reading
 - Writing
 - Mathematics
- Aligned to State Content Standards and MSAA Core Content Connectors
- One-to-one test administration
- Administered by a trained Test Administrator

Administration Types

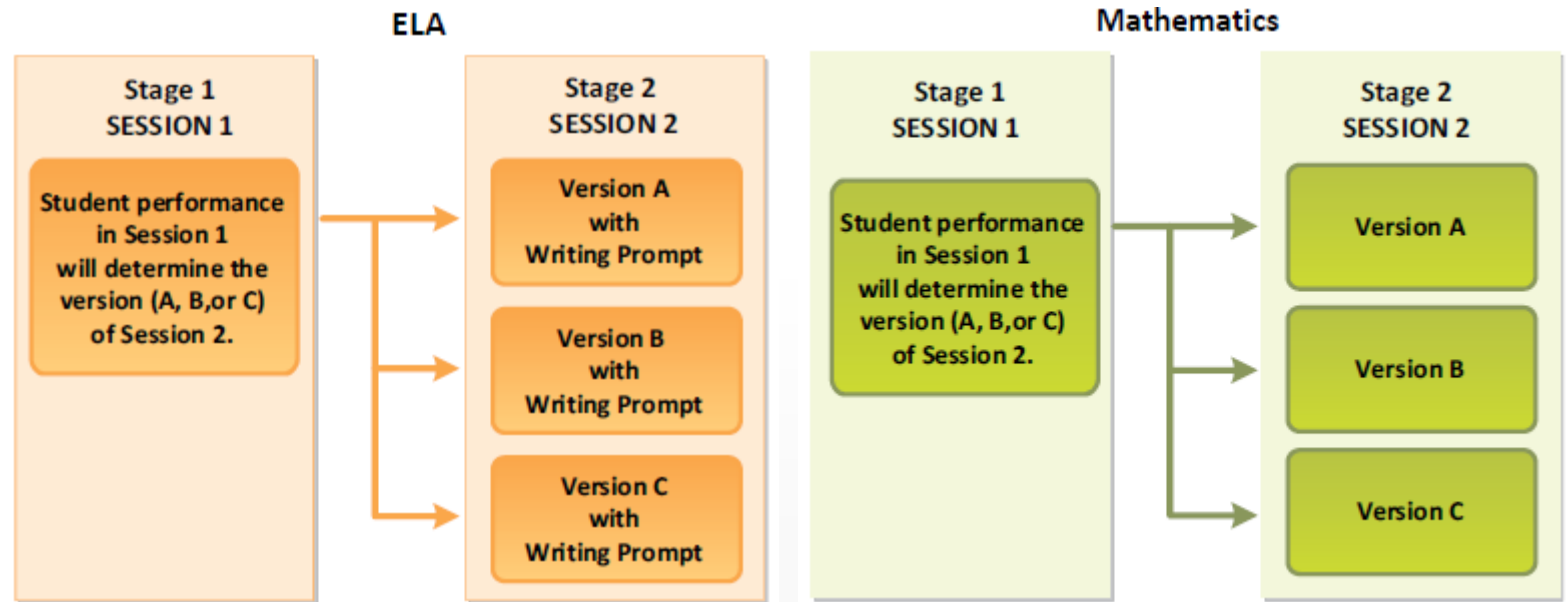
- The assessment may be administered in the following modes:
 - Computer-based Test (CBT), laptop or tablet



- Paper-based test (PBT)
- Hybrid

MSAA Stage Adaptive Design (All Grades)

- ELA and mathematics utilize a stage-adaptive design that allows students to interact with items that will more accurately reflect the student's abilities



Item Types

- Selected Responses: ELA and mathematics
- Constructed Responses: Mathematics
- Student Writing Prompt: ELA
 - It is recommended to begin the assessment with the ELA Selected Response section



Before Test Administration

MSAA Account Setup

Test Administrators (TAs) and Test Coordinators (TCs) will receive a welcome email from the MSAA Service Center with login credentials

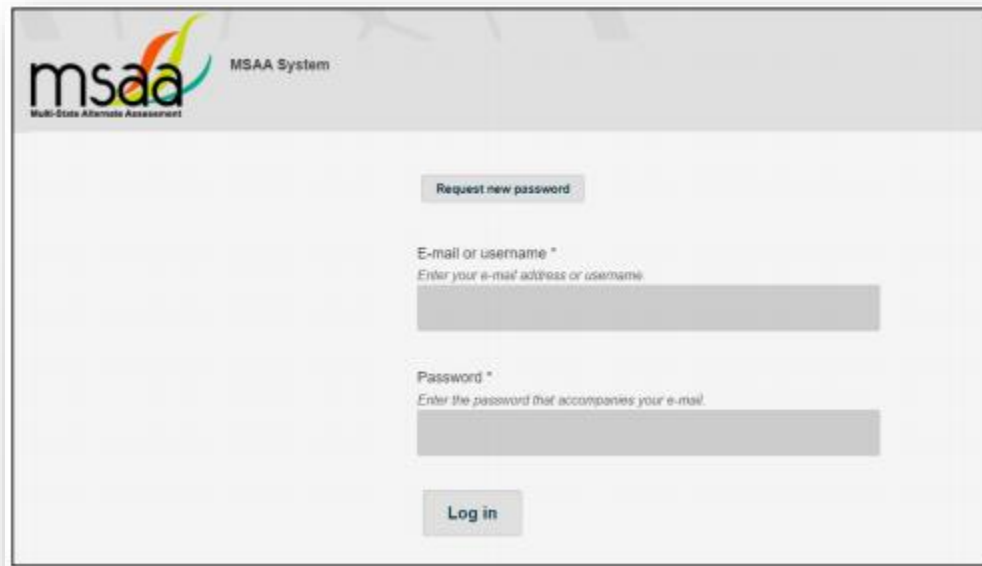
From: MSAAServiceCenter@cognia.org
Subject: Important Information from the MSAA System

- Click the link in the welcome email to gain access to the system
- Create a new password
- The link expires 24 hours after receiving the email
- Cognia will create accounts for LEA TCs by **Feb. 25**
- **LEA TCs are responsible for creating TA accounts**

MSAA Account Setup Cont.

Access the MSAA System at <https://www.msaaassessment.org/>

- MSAA has a Test Security Agreement that appears for all TC and TA users upon initial login. Users must agree to gain full access to all pages of the System assigned to their role.



The screenshot shows the MSAA System login interface. At the top left is the MSAA logo with the text "Multi-State Alternate Assessment" below it. To the right of the logo is the text "MSAA System". Below the logo and text is a "Request new password" button. Underneath that is a label "E-mail or username *" followed by the instruction "Enter your e-mail address or username" and a text input field. Below the input field is a label "Password *" followed by the instruction "Enter the password that accompanies your e-mail" and another text input field. At the bottom is a "Log in" button.

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 can be downloaded from the MSAA system

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 MSAA 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: The DTA is a secure document and available only when TAs complete the MSAA Online Training Modules and pass the Final Quiz.</p>	TAs
MSAA Online Assessment System User Guide for Test Administrators	Provides technical information and troubleshooting tips, plus step-by-step instructions to navigate the MSAA 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 MSAA Service Center; and how to administer the Student Response Check	TAs
MSAA Online Assessment System User Guide for Test Coordinators	Provides technical information and troubleshooting tips, plus step-by-step instruction to navigate the MSAA 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 Administrator Responsibilities

- **Before Testing**


- Student Profile (e.g., Demographics, LCI, Accommodations, SRC)

- **During Testing**

- Directions for Test Administration (DTA)
- Accommodations

- **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)



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"> Learner Characteristics Inventory (LCI)* Accommodations: Before Test* Student Response Check (SRC)* <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 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
- Secure shred (system printed materials, DTAs)
- Submit Test Integrity Affidavits to LEA TC

msaa		Test Coordinator Checklist	
Before Test Administration			
Test Coordinator Tasks		TAM Page	✓ Complete
1. Sign and submit state-specific test security and confidentiality forms. <i>Refer to State-Specific Policy Information and/or State MSAA Coordinator.</i>		1	
2. Complete the MSAA test administration training (for TCs). <i>TCs are required to take the End-of-Training final quiz.</i>		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. <i>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.</i>		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. <i>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.</i>		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. <i>Ensure that all test materials are in a secure and locked location when not testing.</i>		25	
10. Report inappropriate test practices in accordance with state policy.		25	
11. Report security violations and test irregularities to the State MSAA Coordinator. <i>All security violations and suspected irregularities must be reported to the TC according to State-Specific Policy Information.</i>		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. <i>All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC according to State-Specific Policy Information.</i>		1, 25	
14. Securely shred all printed copies of the Test, DTA, scoring rubrics, and student work (e.g., writing materials, etc.). <i>Return only and all ordered materials using the return envelope with UPS label provided in the materials shipment.</i>		19, 24-27	
<i>For questions or assistance, contact the MSAA Service Center or your State MSAA Coordinator (page 1).</i>			

Test Administration Training Requirements

- TAs must complete all MSAA Test Administration Training Modules
- Modules will be available in the MSAA System on Feb. 28
- All TAs must complete the Final Quiz with at least an 80 percent accuracy score
- TCs must complete all MSAA Test Administration Training Modules but do **NOT** need to complete the Final Quiz

Test Administrator Training Modules

- The Online Test Administration training modules for TAs will highlight information from the Test Administration Manual (TAM), the Directions for Test Administration (DTA), and the User Guide for Test Administrators

Module #	Module Titles	Approximate Time
Module 1	MSAA Overview	34 minutes
Module 2	Navigating the MSAA Online Assessment System	27 minutes
Module 3	Test Administrator and Test Coordinator Responsibilities	22 minutes
Module 4	The Writing Prompt	17 minutes
Module 5	Accessibility Features and Accommodations	21 minutes
Module 6	Student Response Check and Early Stopping Rule	17 minutes
Approximate Total Training Time		2.5 hours

Test Coordinator Training Modules

- The Online Test Administration training modules for TCs will highlight information from the Test Administration Manual (TAM), and the User Guide for Test Coordinators

Module #	Module Titles	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

Student Demographic Information

- TAs must review demographic information for each student
 - Contact your TC if changes need to be made

Demographics

LCI

Accommodations: Before Test

SRC

Accommodations: After Test

Save

Cancel

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

Student ID *

101011

First Name *

test1

Last Name *

student1

Student Learner Characteristics Inventory (LCI)

- TAs must complete all fields so it can be entered accurately into the MSAA system before administering the test

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.

Accommodations: Before Test

- TAs must select all accommodations that are documented in the student's IEP
 - Select, “Check this box if the student does not need any accommodations”

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

Save **Cancel**

Accommodations: Before Test

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.

Save **Cancel**



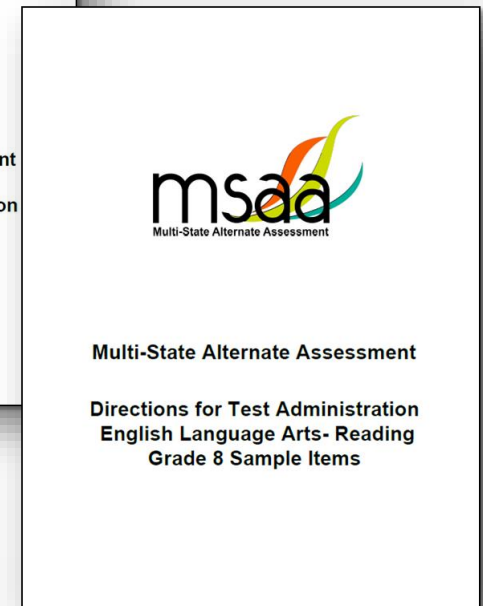
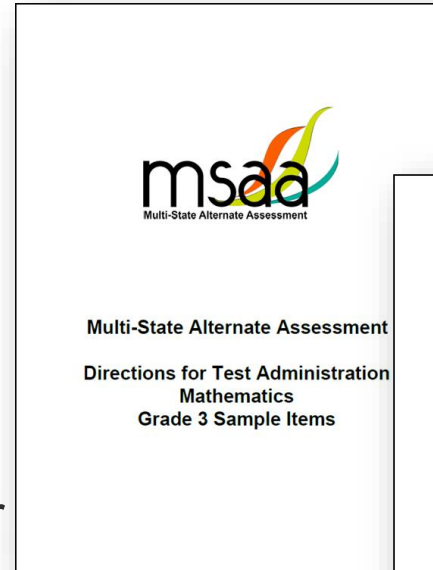
**During Test
Administration**

Test Security

- 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 device 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;
 - 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; and
 - Making sure the same computer, laptop, tablet, or other device is available for testing. This ensures that security of materials is maintained.

Directions for Test Administration (DTA)

- TAs 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 option text exactly as written
- **Secure Materials**



Start and Navigate a Test

- TAs can only have one student test open at a time
 - Always pause and save a student's test when taking a break
 - MSAA testing is browser based and does not require an app

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 **Go** Clear Filters

Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Actions
25616	999999999	Client Services Elementary School	Testing Adding a student Grade 4	OP ELA Gr04 Form 1	Not Started	Go to Student Profile Start Test Open Test in PDF Directions for Test Administration
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	

Administering Accommodations

- Accommodations are changes to the standard administration of an assessment that do not alter the construct being measured
- Accommodations must be listed in the student's IEP prior to testing
- Physical prompting (**hand over hand**) is not an allowable accommodation

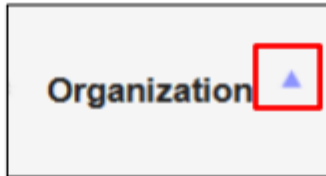
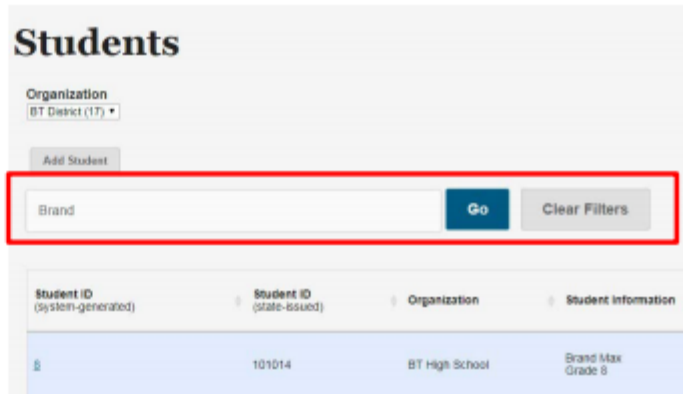
What Are Accommodations?

Accommodations are changes to the standard administration of an assessment that do not alter the construct being measured. Any accommodation required by a student must be included in the student's IEP prior to testing. Listed below are accommodations used in the MSAA.

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	<p>A TA may record student responses for all or part of the Test, including the writing prompt. Anyone performing as a scribe for a student must read and follow the <i>MSAA Scribe Accommodation Protocol</i> in Appendix A of this document. Here are three ways a scribe can support a student's independence during testing:</p> <ol style="list-style-type: none">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 using AT, AAC, eye gaze, etc. The TA transfers the student's responses into the MSAA Online Assessment System when the student has completed each testing session, or after several items are completed. <p>NOTE: The scribe accommodation is used to capture the student's response and the scribe is then required to transfer the response into the MSAA online system.</p>
Sign Language	<p>For students who use American Sign Language (ASL), Pidgin Sign English (PSE), or Sign Exact English, the TA may translate passages, items, answer options, and directions. Review the MSAA vocabulary lists for ELA and Mathematics to determine which words the student may need practice with prior to testing.</p> <p>Required Documents: It is important to adhere to the <i>Sign Language Protocol</i> in Appendix C of this document as it will help signers avoid cueing the student.</p>

TC Test Status Monitoring

- TCs should use the Test Status Summary tab to monitor the total number of math and ELA tests completed
 - All tests must be submitted by **April 29**

1	In Students , use the small area by each column header to sort by that criterion. For example, you may sort by Organization to view all the students in each school or classroom together.									
2	<p>Use the search box to search by particular criteria. For example, find a specific student by entering his or her Student ID or name in the Search box.</p> <p>Enter your search criteria, then click Go to filter Students.</p>	 <table><tr><th>Student ID (system-generated)</th><th>Student ID (state-issued)</th><th>Organization</th><th>Student Information</th></tr><tr><td>8</td><td>101014</td><td>BT High School</td><td>Brand Max Grade 8</td></tr></table>	Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	8	101014	BT High School	Brand Max Grade 8
Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information							
8	101014	BT High School	Brand Max Grade 8							

Monitor and Report Test Irregularities or Incidents

Test Administrator reports any irregularities or incidents to the School Test Coordinator



School Test Coordinator reports any irregularities or incidents to the LEA Test Coordinator




LEA Test Coordinator reports any irregularities or incidents to OSSE by filing an incident report



After Test Administration

Test Submission

- TAs must submit all tests at the end of the testing sessions
 - All “In Progress” tests must be submitted by **April 29**



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](#)

Accommodations: After Testing

- TAs must select the accommodations actually used by the student
 - Select, “Check this box if the student did not need any accommodations”

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

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 (EOTS)

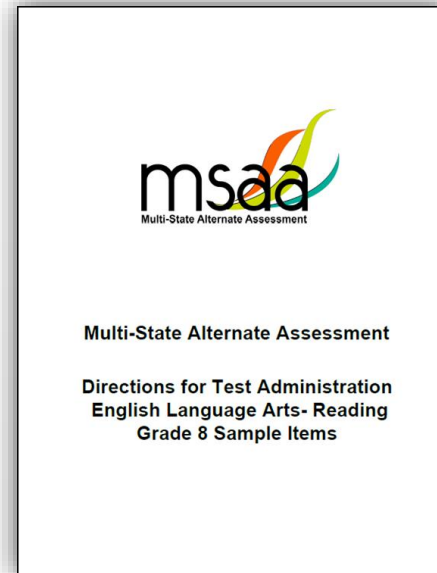
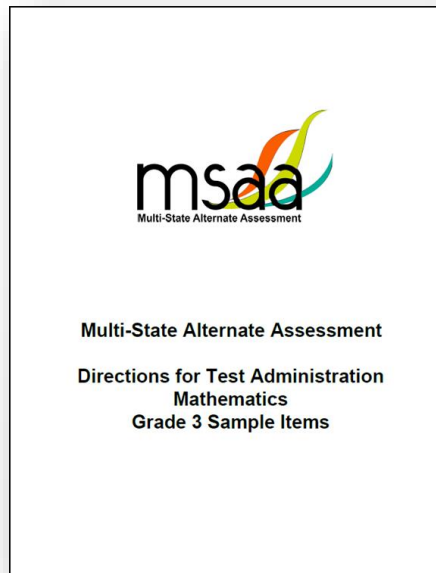
- TAs must complete one End of Test Survey for all tested students
 - The survey provides information about:
 - Student engagement with the test
 - Test functions for students with unique needs
 - State Content Standards

The screenshot shows a web application interface for managing students. The top navigation bar includes links for Dashboard, Test Status Summary, Students (active), Test Administration Training, and Reports. The main heading is 'Students'. Below it, there's a filter section for 'Organization' with a dropdown menu showing 'BT School (21)'. A search bar with 'Search all columns' and a 'Go' button is present, along with a 'Clear Filters' button. A table lists students with columns: Student ID (system-generated), Student ID (state-issued), Organization, Student Information, Test Name, Test Status, Test Administrator, and Actions. The table contains two rows of student data. An 'Actions' dropdown menu is open, showing two options: 'Go to Student Profile' and 'Go to survey', which is highlighted with a red box.

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				Go to Student Profile Go to survey
5	101011	BT School	test1 student1 Grade 6				

Secure Materials

- TAs should return all secure materials (DTAs) to the TC
 - TCs should securely shred all materials



Affidavits

- TCs must submit signed test integrity affidavit to the LEA Test Coordinator within 10 days of completing the MSAA administration
- Contact Lavinia.Ringgold@dc.gov for affidavit questions



Q&A

FIND US

ADDRESS:

1050 First St. NE,
Washington, DC 20002

PHONE:

(202) 257-3371

FAX:

EMAIL:

OSSE.assessments@dc.gov

GET SOCIAL



facebook.com/ossedc



twitter.com/ossedc



youtube.com/DCEducation



www.osse.dc.gov