



## 2025 Multi-State Alternate Assessment (MSAA) Readiness Guide

The following are recommended steps to ensure a successful MSAA administration in spring 2025.

January	Jan. 6	<p><b>Jan 6: Alternate Eligibility Determinations Finalized</b></p> <ul style="list-style-type: none"> <li>The local education agency (LEA) will receive final eligibility determinations from the Office of the State Superintendent of Education (OSSE) in the Alternate Assessment Quickbase application and Special Programs database.</li> </ul> <p><b>MSAA Student Registration Begins</b></p> <ul style="list-style-type: none"> <li>Registration for eligible students in grades 3-8, 11 and C3 will be completed by OSSE and should be verified/adjusted by LEAs. Student registration aligns to the <a href="#">2024-25 OSSE Statewide Assessments Participation and Performance Policy</a>.</li> </ul>
	February	Prior to Testing
March		Prior to Testing
	15 Days Prior to the First Day of Testing	<p><b>Establish a School Test Security File</b></p> <ul style="list-style-type: none"> <li>Each school must create and maintain a physical school test security file or binder that includes the required information outlined during <a href="#">test security training</a>. An electronic file may be maintained in addition to the physical file.</li> </ul> <p><b>School Test Security Plans Due to OSSE</b></p> <ul style="list-style-type: none"> <li>MSAA Coordinators must submit school test security plans to OSSE via the <a href="#">OSSE Assessment Portal</a> in Quickbase. OSSE will request revisions or approve each plan in the portal.</li> </ul>

	<p>March 10</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">During Testing</p>	<p style="text-align: center;"><b>MSAA Testing Window Opens</b></p> <p><b>Administer the MSAA, Monitor Testing and Support Authorized Personnel and Students</b></p> <ul style="list-style-type: none"> <li>During the MSAA administration, LEA and School Test Coordinators should actively monitor and support their authorized personnel and students.</li> </ul> <p><b>Contact MSAA and OSSE for assistance</b></p> <ul style="list-style-type: none"> <li><a href="#">Request Support</a> from the MSAA team (technical) and OSSE’s Office of Assessments (administration and policy), as needed during testing. Support requests to OSSE may be made using the <a href="#">OSSE Support Tool</a>.</li> </ul> <p><b>Submit Incident Reports to OSSE</b></p> <ul style="list-style-type: none"> <li>When incidents arise during testing, follow your school’s procedures for submitting incident reports. Reports may be submitted to OSSE via the following options: <ul style="list-style-type: none"> <li><a href="#">OSSE Assessment Portal</a> (LEAs and anonymous reporting)</li> <li>OSSE Assessment Hotline: (202) 304-3269</li> </ul> </li> </ul> <p><b>Note Minor Deviations in School Test Security Plan</b></p> <ul style="list-style-type: none"> <li>When scheduling, Test Administrator staffing changes, or other changes occur to the school test security plan, Test Coordinators should note these in the minor deviations section of the school test security plan.</li> </ul>
	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">April</p>	<p>April 25</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">After Testing</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">May</p>		<p>10 Days after the Last Day of Testing</p>