

# **MSAA Online Assessment System User Guide for Test Administrators**

**March 18–May 3, 2019**



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## Document Overview

This User Guide describes the MSAA Online Assessment System features and provides Test Administrators an overview of the MSAA testing process, support resources, and step-by-step directions to perform various functions before, during, and after test administration.

## Roles and Responsibilities

Users in the MSAA Online Assessment System are assigned either the role of Test Administrator (TA) or Test Coordinator (TC). TCs are responsible for managing the administration of the MSAA test. TAs are responsible for administering tests to students.

The chart below outlines common actions in the MSAA Online Assessment System and who is permitted to perform them. TAs are not allowed to close a student's test, or edit student demographic information. Please refer to state-specific policies linked on page 1 of the Test Administration Manual (TAM).

Action	Test Administrator	School Test Coordinator	District Test Coordinator	State Test Coordinator for MSAA	MSAA Service Center
Start, Pause, Resume, and Submit Tests	X	X	X	X	
Print DTA and Paper Test	X	X	X	X	
Complete Student LCI, SRC, and Accommodations Tabs	X	X	X	X	
Add or Edit TA		X	X	X	
Close a Test		X	X	X	
Add Classroom		X	X	X	
Add or Edit TC			X	X	
Add Student or Edit Student Demographic Information				X	
Change Test Form Grade				X	
Technical Support					X
Unlock Test				X	X

## MSAA Technical Support

**MSAA Service Center**  **Phone: (866) 834-8879**  **Email: [MSAAServiceCenter@measuredprogress.org](mailto:MSAAServiceCenter@measuredprogress.org)**

The Service Center for the MSAA is available to Test Administrators (TAs) and Test Coordinators (TCs) from 7 am–8 pm ET (5 pm 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.

Test Administrators: Contact your Test Coordinator when...	
<p><b>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 the <a href="#">MSAA Dashboard</a>).</b></p> <p>For example, you need to:</p> <ul style="list-style-type: none"> <li>• Change a student’s demographic information</li> <li>• Close a test</li> <li>• Order paper materials</li> </ul>	<p><b>You do not have a user account.</b></p> <p>For example, you receive the message, “Sorry, unrecognized username or password” and cannot resolve the issue with the “Request New Password” button.</p> <ul style="list-style-type: none"> <li>• The wrong name is associated with your email address</li> </ul>
<p><b>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 the <a href="#">MSAA Dashboard</a>), such as:</b></p> <ul style="list-style-type: none"> <li>• You have trouble logging in (and have a user account)</li> <li>• Your TA has passed the final quiz (≥80%) but cannot access student test materials</li> <li>• You are a TC with questions about making changes to TAs in your district(s)</li> <li>• You need to open a locked test</li> </ul>	<p><b>You do not have the necessary MSAA System permissions to make your requested change.</b> For example,</p> <ul style="list-style-type: none"> <li>• You need to be assigned to a different (or additional) school or district</li> <li>• You need to make a Test Grade Change</li> </ul>
Test Administrators and Test Coordinators: Contact the MSAA Service Center when...	
<p><b>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 the <a href="#">MSAA Dashboard</a>), such as:</b></p> <ul style="list-style-type: none"> <li>• You have trouble logging in (and have a user account)</li> <li>• Your TA has passed the final quiz (≥80%) but cannot access student test materials</li> <li>• You are a TC with questions about making changes to TAs in your district(s)</li> <li>• You need to open a locked test</li> </ul>	<p><b>When contacting the MSAA Service Center,</b> 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"> <li>1. <b>Your contact information</b> (name, state, district, school, phone number, and email address)</li> <li>2. <b>Student name</b>, if applicable, and state ID number when calling (Do not provide student information (name) when emailing an inquiry)</li> <li>3. Any <b>error messages</b> that appeared</li> <li>4. <b>Operating system and browser information</b></li> </ol>
Test Coordinators: Contact your State MSAA Coordinator when...	
<p><b>You do not have the necessary MSAA System permissions to make your requested change.</b> For example,</p> <ul style="list-style-type: none"> <li>• You need to be assigned to a different (or additional) school or district</li> <li>• You do not have visibility to the appropriate Orgs (Districts/Schools)</li> <li>• A new student joins your school and needs to be added to the system</li> <li>• The wrong name is associated with your email address</li> <li>• A test grade change occurs and a student needs a new test assignment</li> </ul>	<p><b>You have test administration or policy questions regarding:</b></p> <ul style="list-style-type: none"> <li>• Scoring procedures for constructed-response items</li> <li>• Recording student responses into the MSAA Online Assessment System</li> <li>• Clarifying requirements of various item types</li> <li>• Clarifying administration requirements</li> <li>• Describing how to access assessment features or accommodations</li> </ul>



## **Additional Support**

For additional support or questions about the information in this User Guide, please contact:

MSAA Help Desk

Phone: (866) 834-8879

Email: [MSAAServiceCenter@measuredprogress.org](mailto:MSAAServiceCenter@measuredprogress.org)

## **What Is the MSAA Online Assessment System?**

The MSAA Online Assessment System is the system used to administer the Multi-State Alternate Assessment based on Alternate Achievement Standards (AA-AAS) to participating students.

## **MSAA Online Assessment System Website**

You can access the system using the following link: <https://www.msaaassessment.org>.

## How to Access the MSAA Online Assessment System

This section prepares you to access the MSAA Online Assessment System for the first time.

### Receiving Your Welcome Email

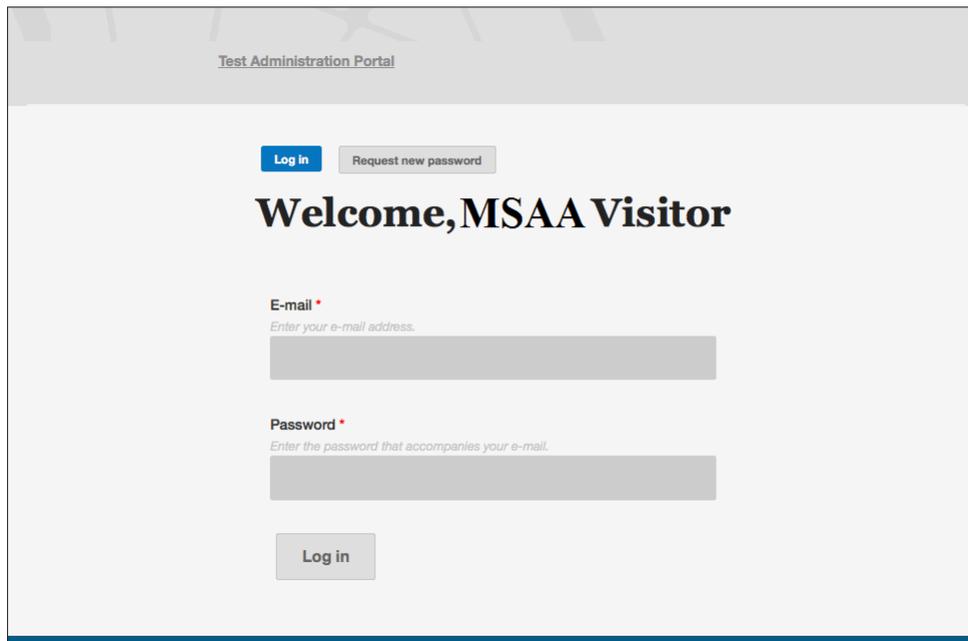
When a new user account is created in the MSAA Online Assessment System, the user will receive an automated welcome email from [MSAAServiceCenter@measuredprogress.org](mailto:MSAAServiceCenter@measuredprogress.org) (as seen below) that contains a temporary URL.

**From:** [MSAAServiceCenter@measuredprogress.org](mailto:MSAAServiceCenter@measuredprogress.org)  
**Subject:** Important Information from the MSAA System

Click the link in the welcome email to gain access to the MSAA Online Assessment System. You will be asked to create a new password for your account. Please note that the password link in the welcome email can **only be used once**. The email link expires after 24 hours.

### How to Log In

Once your user account is created and you have set your password, you can access the MSAA Online Assessment System using the URL <https://www.msaaassessment.org>. The Log In page will appear as seen below. Enter your email address and password, and click **Log In** to access the secure MSAA Online Assessment System.



The screenshot shows the 'Test Administration Portal' login page. At the top, there are two buttons: 'Log in' and 'Request new password'. Below these is a large heading 'Welcome, MSAA Visitor'. There are two input fields: 'E-mail' with a red asterisk and the instruction 'Enter your e-mail address.', and 'Password' with a red asterisk and the instruction 'Enter the password that accompanies your e-mail.'. Below the password field is a 'Log in' button.

## Account Lockout

A user's account will become locked for one hour after five failed attempts to log in. The account can be unlocked in two ways:

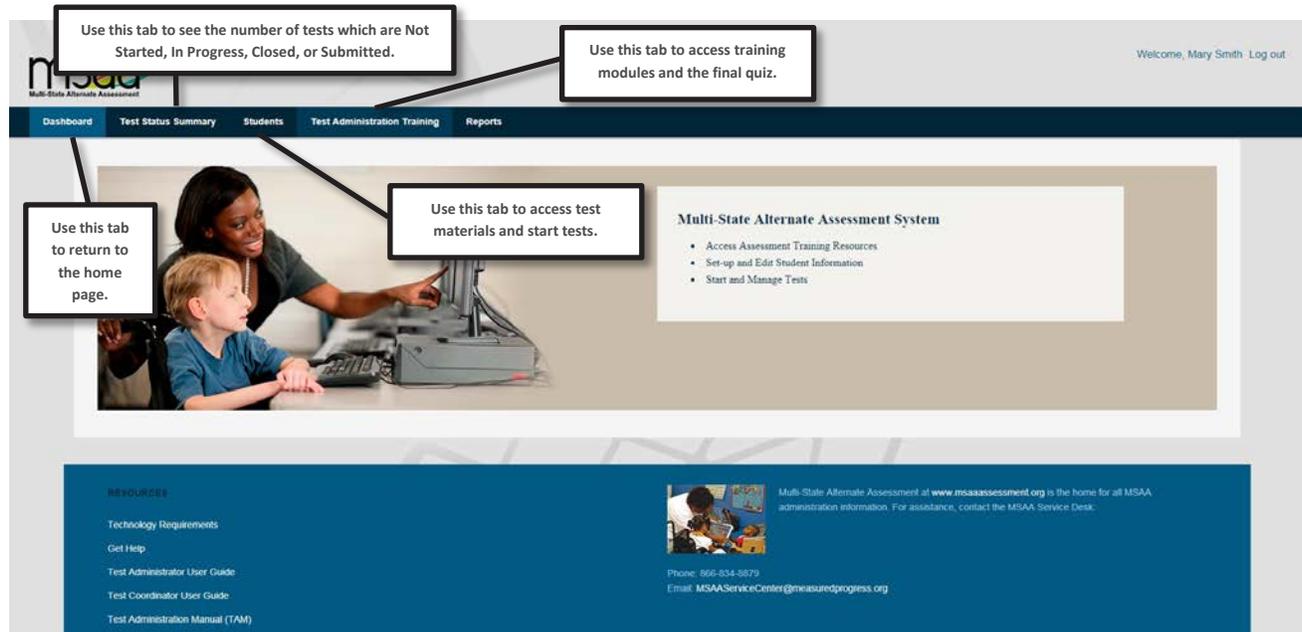
1. Wait an hour and the account will become unlocked (be sure to wait the full hour), OR
2. Unlock the account immediately by requesting a new password:
  - o select **Request New Password** from the Log In screen



- o follow the onscreen instructions; you will receive a password reset link via email

## Dashboard

The dashboard is the homepage for the MSAA Online Assessment System. Once logged in, you can navigate within the system using the top navigation bar. You can return to the dashboard by clicking the "Dashboard" tab in the navigation bar.



Use this tab to see the number of tests which are Not Started, In Progress, Closed, or Submitted.

Use this tab to access training modules and the final quiz.

Welcome, Mary Smith Log out

Dashboard Test Status Summary Students Test Administration Training Reports

Use this tab to return to the home page.

Use this tab to access test materials and start tests.

**Multi-State Alternate Assessment System**

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

**RESOURCES**

- Technology Requirements
- Get Help
- Test Administrator User Guide
- Test Coordinator User Guide
- Test Administration Manual (TAM)

Multi-State Alternate Assessment at [www.msaaassessment.org](http://www.msaaassessment.org) is the home for all MSAA administration information. For assistance, contact the MSAA Service Desk.

Phone: 866-234-8079  
Email: [MSAAServiceCenter@measuredprogress.org](mailto:MSAAServiceCenter@measuredprogress.org)

## Test Status Summary

This page provides a summary of student tests, allowing you to track and monitor testing progress during test administration. You may only access tests that are assigned to students who pertain to your role’s permissions. For example, if you have access at the school level, you will see test summary information for all students in the school. If you only have access to a single classroom, you will only see test summary information for the students in that classroom. The Test Status Summary screen is shown below.

Test Name	Test Window Ending Date	Assigned Students	Not Started	In Progress (Paused)	In Progress (Locked)	Submitted	Closed
<a href="#">AutoMathSATest</a>	2017-05-12	21	5	0	0	0	0
<a href="#">ELA_Grade 3_Stage Adaptive</a>	2017-05-12	0	0	0	0	0	0

Total number of students

Tests have been started but are paused and can be resumed

Tests that have been completed and submitted

Tests that have not been launched

Tests currently in use online and cannot be resumed until saved and exited

Tests closed by a TC

## Test Status Summary Export

Click **Test Status Summary** in the dashboard.

Click **Download**.

### Test Status Summary

**State**

**Organization**

**Download**

An Excel spreadsheet will download with the same information that is displayed on the Test Status Summary page.

Users associated with multiple districts can use the “Organization” menu to select any of their districts.

## Students

Use this page to access student profile information (demographics, LCI, accommodations, and SRC), access test materials (e.g., the DTA), and start/resume the student tests.

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 <ul style="list-style-type: none"> <li>Go to Student Profile</li> <li>Start Test</li> <li>Open Test in PDF</li> <li>Directions for Test Administration</li> </ul>
5	101011	BT School	test1 student1 Grade 6	OP Math Gr06 Form 1	Paused by	Mary Smit	

## Students Export

Click **Students** in the Dashboard.

Click **Download**.

# Students

Organization  
Example District (11056) ▼

Add Student

Search all columns Go

Download

An Excel spreadsheet will download with all data from all pages of results from the Students page.

## Filtered Students Report

Enter search criteria in the “search” box. Any of the columns other than “Actions” can be searched.

Click **Go**, then click **Download**.

### Students

**Organization**  
Example District (11056) ▼

Add Student

Search all columns **Go** **Download**

An Excel spreadsheet will download with only the results from the search.

## Sample Items

This page provides online access to sample items that allow a user to become familiar with navigating the online system, checking compatibility of a student’s assistive technology devices, and practice administering test items with students. Any student responses to the sample items are not saved. All users have access to the same sets of math and reading sample items located in the MSAA Online Assessment System at <http://msaaassessment.org> under Resources.

<p>To access the DTAs for the sample items, click on the link as shown here.</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <h3 style="margin: 0;">MSAA Sample Items</h3> <p>Use the "Actions" dropdown in the table below to start a test.</p> <p>DTA Download:</p> <ul style="list-style-type: none"> <li>• <a href="#">Sample Items' DTAs</a></li> </ul> </div>								
<p>To view the sample items online:</p> <ul style="list-style-type: none"> <li>➤ Click on <b>Actions</b></li> <li>➤ Select <b>Start Test</b></li> </ul> <p>To print the sample items:</p> <ul style="list-style-type: none"> <li>➤ Click on <b>Actions</b></li> <li>➤ Select <b>Download PDF</b></li> </ul>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Assessment</th> <th style="text-align: left;">Actions</th> </tr> </thead> <tbody> <tr> <td>Sample Math Items - Grade 3</td> <td><b>Actions</b> ▼</td> </tr> <tr> <td>Sample Math Items - Grade 6</td> <td> <div style="border: 1px solid #ccc; padding: 2px;"> <a href="#">Start Test</a>  <a href="#">Download PDF</a> </div> </td> </tr> <tr> <td>Sample Math Items - Grade 11</td> <td><b>Actions</b> ▼</td> </tr> </tbody> </table> </div>	Assessment	Actions	Sample Math Items - Grade 3	<b>Actions</b> ▼	Sample Math Items - Grade 6	<div style="border: 1px solid #ccc; padding: 2px;"> <a href="#">Start Test</a>  <a href="#">Download PDF</a> </div>	Sample Math Items - Grade 11	<b>Actions</b> ▼
Assessment	Actions								
Sample Math Items - Grade 3	<b>Actions</b> ▼								
Sample Math Items - Grade 6	<div style="border: 1px solid #ccc; padding: 2px;"> <a href="#">Start Test</a>  <a href="#">Download PDF</a> </div>								
Sample Math Items - Grade 11	<b>Actions</b> ▼								

## Before Testing

This section describes the steps to be completed before administering the test to students.

### Step 1: Access and Complete Training Modules

Access the training modules in the **Test Administration Training** tab. As you complete each module, the next module in the training will be unlocked. Once all modules are complete, you must take the end-of-training final quiz and attain a score of 80% correct or higher. You will then be able to access test materials. Modules can be reviewed as needed after training is complete.

MSAA Test Administration Training for Test Administrators (Required to access the test materials)

<p><b>1</b> Module 1</p> <p>MSAA Overview</p> <p><input checked="" type="checkbox"/> Completed</p>	<p><b>2</b> Module 2</p> <p>Test Design and Experience</p> <p><input checked="" type="checkbox"/> Completed</p>	<p><b>3</b> Module 3</p> <p>Navigating the MSAA Online Assessment System</p> <p><input checked="" type="checkbox"/> Completed</p>	<p><b>4</b> Module 4</p> <p>Completing the Student Information</p> <p><input type="checkbox"/> Pending</p>
<p><b>5</b> Module 5</p> <p>Accessibility Features and Accommodations</p>	<p><b>6</b> Module 6</p> <p>Student Response Check and Early Stopping Rule</p>		

### Step 2: Complete End-of-Training Final Quiz

When all modules have been marked as completed, the **Start Final Quiz** button becomes unlocked. Click on the **Start Final Quiz** button.

Read the questions and select the correct answer. Click the **Next** or **Previous** buttons to proceed through the final quiz. Pause as needed by clicking “Save and Exit.” You will be redirected to the training page.

Professional Development  
TA Final Quiz / Section 1 / Item 1 of 20

Next 

Bookmark  Items  Full Screen  Help  Save & Exit 

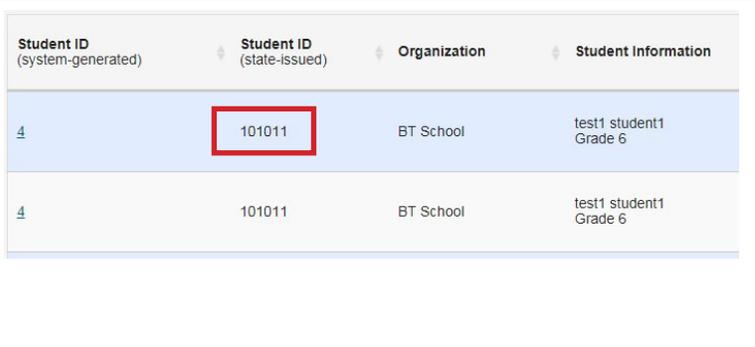
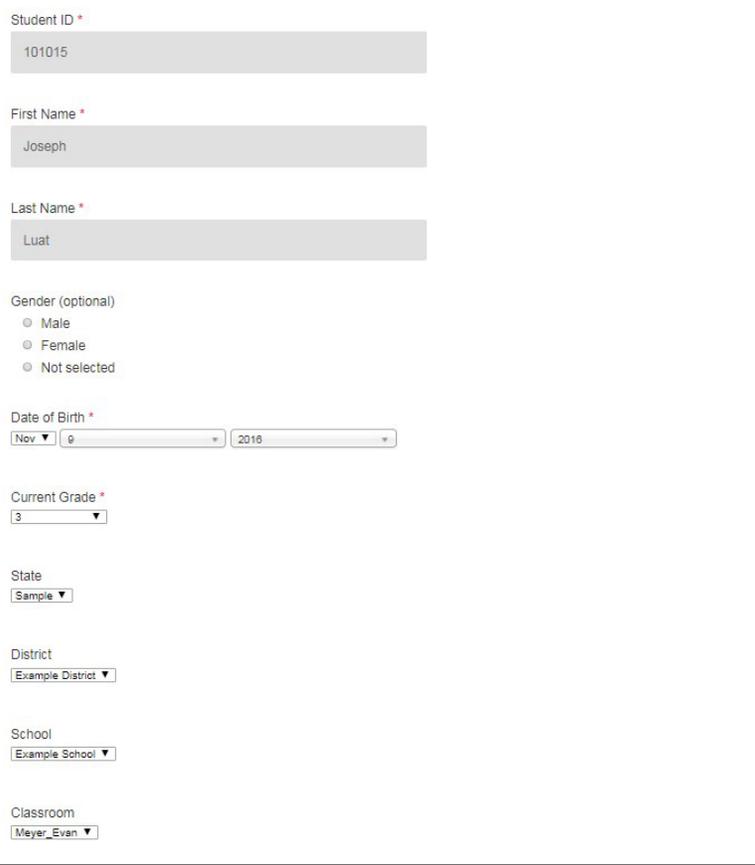
When you are ready to resume the final quiz, select the **Resume Final Quiz** button on the Training main page.

**Resume Final Quiz**

<p>When you <b>Submit</b> the final quiz, the system will display your Final Quiz results immediately. When you pass the quiz, your user profile will be updated with a Training Complete status and you will be able to access test materials and student tests.</p> <p>Click <b>OK</b> to return to the Dashboard.</p>	 <p>Test Administration Training <b>Quiz Scores</b></p> <p>86% Correct Responses.</p> <p><b>Congratulations! You passed the Test Administration quiz!</b></p> <p><b>OK</b></p>
<p>If you do not attain at least 80% on the end-of-training final quiz, the system will display your results. The score results will include a message similar to what is displayed here.</p> <p>Click <b>OK</b> to return to the main Training page to review the modules again and retake the final quiz.</p>	 <p>45% Correct Responses.</p> <p>Sorry. You did not reach the 80% correct responses required to pass the quiz. Please try again later. You may access the training modules and retake the final quiz when ready.</p>

### Step 3: Complete Student Profile

Before administering tests to students, you must verify that the student’s information is correct in the demographics tab. TAs must contact the TC if any demographic information, including a student’s grade level, needs to be changed. TAs must also complete the **LCI**, **Accommodations: Before Test**, and **SRC** tabs in the **Student Profile** before access to test materials is granted.

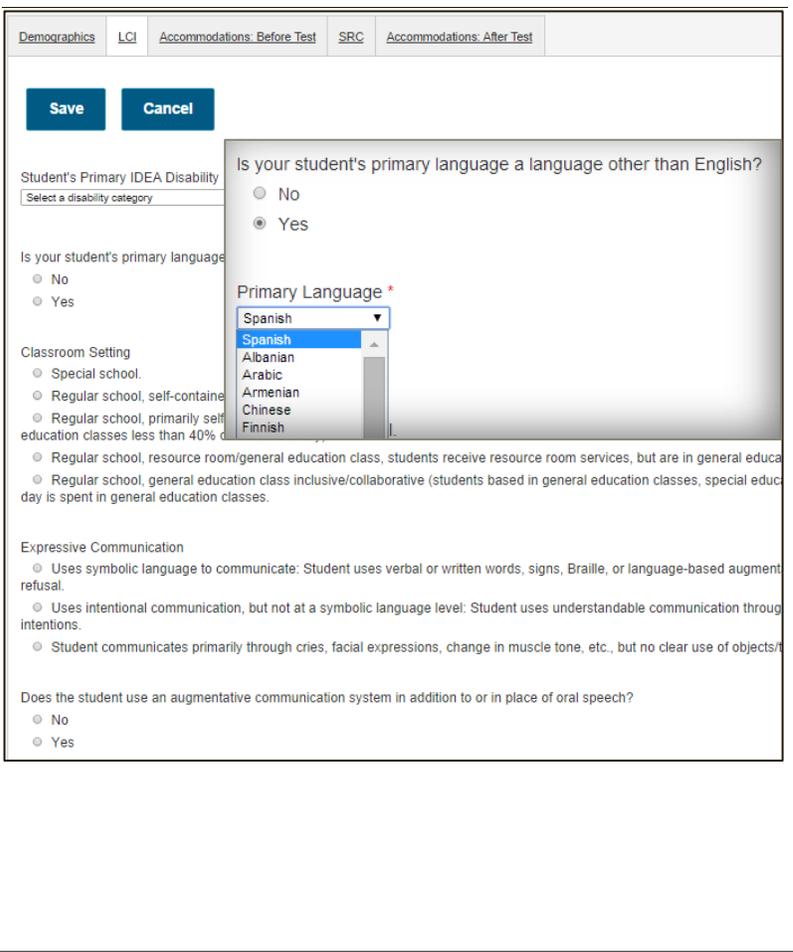
<p>In <b>Students</b>, find the student in the list and click on the <b>Student ID number</b>.</p>	 <table border="1"> <thead> <tr> <th>Student ID (system-generated)</th> <th>Student ID (state-issued)</th> <th>Organization</th> <th>Student Information</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>101011</td> <td>BT School</td> <td>test1 student1 Grade 6</td> </tr> <tr> <td>4</td> <td>101011</td> <td>BT School</td> <td>test1 student1 Grade 6</td> </tr> </tbody> </table>	Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	4	101011	BT School	test1 student1 Grade 6	4	101011	BT School	test1 student1 Grade 6
Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information										
4	101011	BT School	test1 student1 Grade 6										
4	101011	BT School	test1 student1 Grade 6										
<p>The <b>Demographics</b> tab displays the demographic information for the student. TAs cannot change any demographic information in the <b>Demographics</b> tab. TAs should confirm the student’s grade level. If you have any questions, contact your TC.</p>	 <p>Student ID * 101015</p> <p>First Name * Joseph</p> <p>Last Name * Luat</p> <p>Gender (optional)  <input type="radio"/> Male  <input type="radio"/> Female  <input type="radio"/> Not selected     </p> <p>Date of Birth *      Nov   0   2016     </p> <p>Current Grade * 3</p> <p>State Sample</p> <p>District Example District</p> <p>School Example School</p> <p>Classroom Meyer_Evan</p>												

### Step 4: How to Update Student Grade Assignment

If a student’s grade is incorrect in their student profile, contact your TC before administering the test to the student. Your TC will update the student’s grade and request a new test be assigned for the correct grade level.

### Step 5: Complete the LCI (Learner Characteristics Inventory) Tab

Information from the Learner Characteristics Inventory (LCI) provides a description of the educational, communication, and linguistic characteristics of the student. To complete the LCI, follow the steps below.

<p>Click on the LCI tab and answer the questions by selecting the options that best describe the student.</p> <p>Please preview the LCI questions before answering them, so you may obtain information from school records if necessary, prior to completing the LCI.</p> <ul style="list-style-type: none"> <li>➤ All fields are required. You must enter a selection for each topic.</li> <li>➤ Only one response per topic is allowed.</li> <li>➤ <b>Note:</b> if you select “Low Vision” or “No functional use of Vision...” the audio player embedded in the Online Test System will adjust to include audio files that describe the visual elements of each test item and are available to use.</li> </ul>	
<p>After you have completed the tab, click the <b>Save</b> button at the bottom of the screen.</p> <p>The system will provide confirmation that the updates have been saved.</p>	

## Step 6: Accommodations: Before Test

The **Accommodations: Before Test** tab MUST be completed before you start the student test.

**Note:** All accommodations selected should be documented in the student's IEP.

If the student does not need any accommodations, please select the last option: "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.

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

Save
Cancel

## Step 7: Student Response Check (SRC)

The SRC is a task during which a student is asked to demonstrate their preferred mode(s) of communication. A student may use as many, or as few, communication modes as they are comfortable with and use on a daily basis in instruction. Student answers to the items on the Student Response Check are not scored.

The purpose of the SRC is to determine if the student demonstrates an observable response mode. This ensures that the student will be able to participate in the assessment and respond to test items.

Not all students will need to have the SRC administered, as they already have a consistent mode of communication that is readily understood by the TA.

### Observable Response Mode:

In order to meaningfully participate in the MSAA, students must be able to demonstrate communicative competence through an observable response mode. 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. Modalities may include eye-gaze, reliable gestures, sign language, partner-assisted scanning, scanning on a device, direct selection from an array of choices, activation of a voice-output device, use of a speech-generating device, or use of another reliable means. The student's observable response mode demonstrates a response to or shared information about the stimulus (test item) and intent toward the task. Assigning meaning to habitual or uncontrollable motor movement or vocalization without communicative intent are not considered response modes.

There are students whose communication mode(s) are inconsistent and not always understood by others. In these cases the SRC aids in gathering information that is needed to determine if there are communication barriers to meaningful participation in the MSAA assessment. If a student's responses to test items are not clearly observable, or understood by the TA or scribe, the testing experience may need to be ended early. This process is called the Early Stopping Rule (ESR). In order to close the test for a student, the ESR procedures must be followed.

## Using the SRC and ESR Flowchart

It is recommended that the SRC be administered more than one time during the testing window before the ESR 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.

The flowchart on the following page (Figure 1) should be used to determine when to administer the SRC and when TAs should contact their district or school TC to close the test and apply the ESR. TAs must first discuss the results of the SRC with district or school TCs to ensure that the SRC was administered appropriately. TCs may then close the test and apply the ESR. Remember, in many cases it will not be necessary to administer the SRC because many students have a consistent mode of communicating.

TAs can administer the SRC using a paper version downloaded from the MSAA Online Assessment System, or using a computer and a mouse.

### Reminders when administering the SRC:

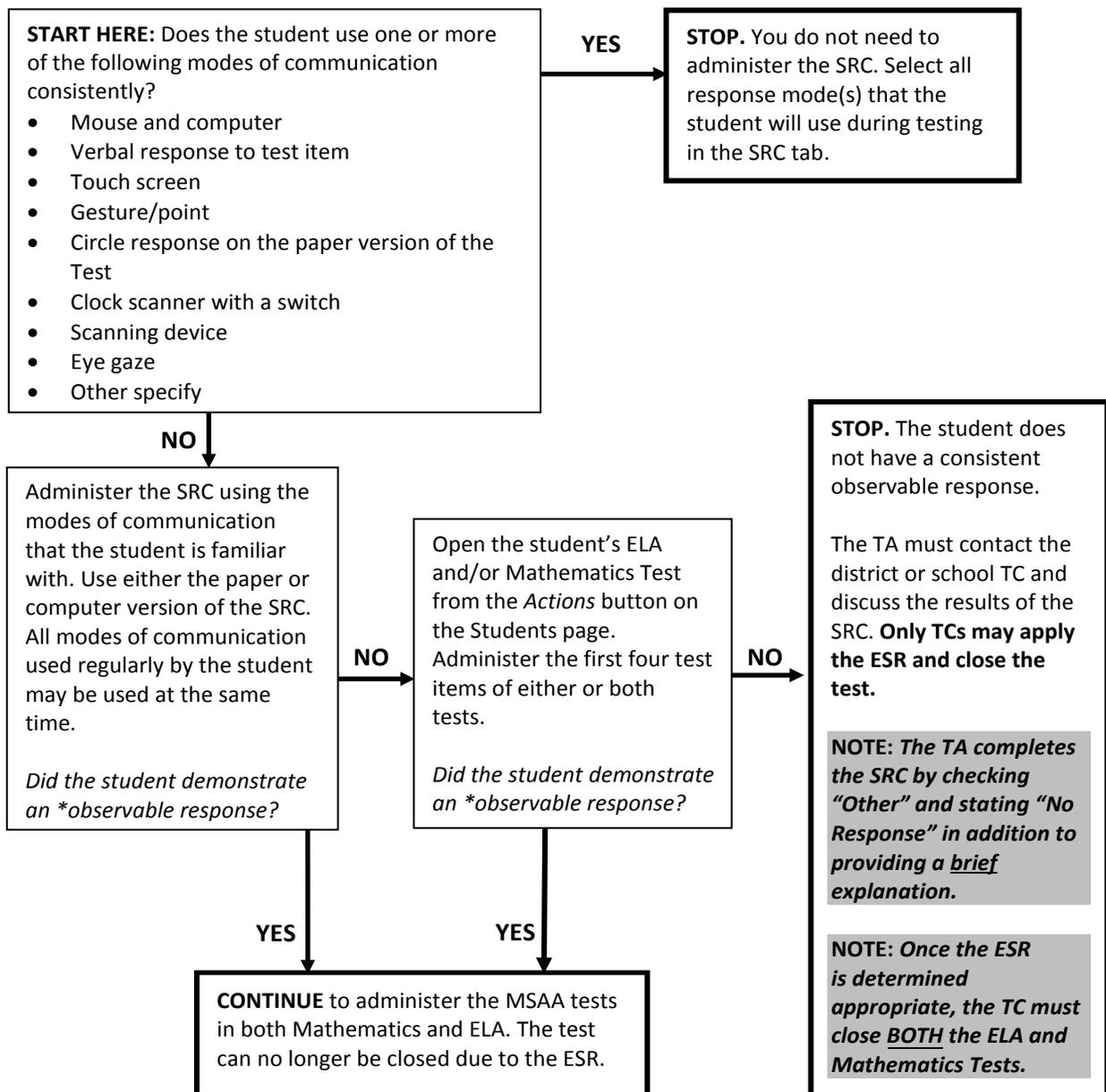
- The student's responses do not need to be correct; a response just needs to be observable.
- The student may use as many, or as few, communication modes as necessary. The response mode(s) should be used on a daily basis by the student. Not all response modes may be listed. If the student's preferred response mode is not listed, please enter that mode in the Other box in the SRC tab.
- You may conduct the SRC on more than one occasion to ensure valid application of the ESR.

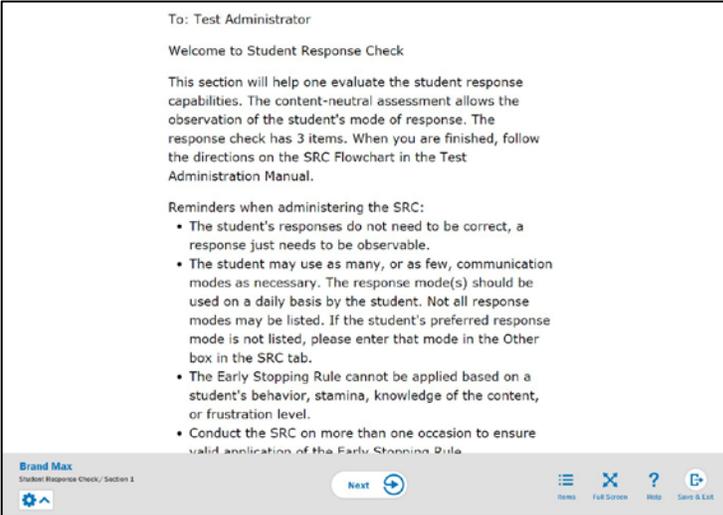
### Reminders for applying the ESR:

- 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. Refer to page 19 of the Test Administration Manual for information regarding Timing and Scheduling and Creating a Comfortable and Secure Testing Environment to support a student if they refuse to participate in testing. If the student continues to refuse to participate, contact your TC and/or MSAA State Coordinator.

- The ESR cannot be applied if the student responds to one of the first four items, if any other items are administered, or if the student provides a response in the other content area.
- The ESR cannot be applied if the test status for both ELA and Mathematics is “not started.”

**Figure 1: The SRC and ESR Flowchart:**



<p>In the <b>Student Profile</b>, click on the <b>SRC</b> tab.</p>	
<p>Conduct the SRC by:</p> <ul style="list-style-type: none"> <li>• Using Computer Student Response Check</li> <li>OR</li> <li>• Using a paper version by clicking <b>Paper &amp; Pencil Student Response Check</b></li> </ul>	
<p><b>Online Administration</b> An introduction to the SRC with general directions about how to proceed will appear.</p> <p>Please refer to page 36 of the Test Administration Manual for instructions on administering the SRC.</p>	
<p>To record all of the response modes the student will use during testing, click next to the response mode and then “yes” or “no” to verify.</p> <p>Click <b>Save</b> at the bottom of the page. A confirmation that the information has been saved will be displayed.</p>	 <p><b>Please note:</b> If the student does not have a consistent observable response, the TA must contact the district or school TC and discuss the results of the SRC. <b>Only TCs may apply the ESR and close the test.</b></p>

## Administer and Navigate the Test

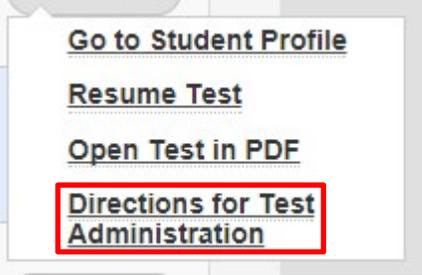
This section describes how to locate, start, or resume a test, and perform other test actions available in the MSAA Online Assessment System. All actions will be launched from the same area within the system. The actions available include the following:

- **Start Test (or Resume Test)** launches the online test for the selected student and test session.
- **Open Test in PDF** opens a PDF file for printing a paper copy of the test for the selected student.
- **TA Directions** opens the DTA in PDF format. The PDF can be printed.
- **Go to Student Profile** This option is an alternate way to access the student profile.

### Test one student at a time

The MSAA Online Assessment System does not allow a user to have more than one test in progress at a time. If you have a test in progress on your account, you will not be able to launch another test until the open test has been paused. Pause the current test if it is on your account (class roster) or contact the TA listed in the “Test Administrator” column of the Students page so they can pause the test. Only then will you be able to launch another test. If you are unable to pause the test because the browser was closed without saving and exiting the test, contact the MSAA Service Center for assistance.

### Access Directions for Test Administration (DTA)

<p><b>TA Directions</b> – this option refers to the DTA.</p>	
<p>From the <b>Actions</b> button, select <b>Directions for Test Administration</b>.</p> <p><b>Note:</b> You will need to have Adobe Reader installed on your computer or laptop in order to open the file.</p>	

<p>Confirm the student's name and grade. If the grade is incorrect, do not launch the test; instead contact your TC.</p>	<div data-bbox="667 296 1382 808"> <p><b>Confirm Student</b></p> <p>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"</p> <div style="border: 2px solid red; padding: 5px;"> <p><b>Student name</b> test1 student1 (101011)</p> <hr/> <p><b>Test name</b> OP Math Gr06</p> </div> <p><b>Select test session</b></p> <p><input type="checkbox"/> Session_1 <input type="checkbox"/> Session_2A <input type="checkbox"/> Session_2B <input type="checkbox"/> Session_2C</p> <p><a href="#">Go Back</a> <a href="#">Download DTA</a></p> </div>
<p>Based on performance in Session 1, students will be assigned to one of three versions (A, B, or C) of Session 2. The second session will consist of items at complexity levels that are more closely aligned to the student's current abilities.</p> <p>All adaptive versions of Session 2 are displayed. Select the test session you would like to download.</p>	<div data-bbox="667 831 1382 1344"> <p><b>Confirm Student</b></p> <p>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"</p> <div style="border: 2px solid red; padding: 5px;"> <p><b>Select test session</b></p> <p><input type="checkbox"/> Session_1 <input type="checkbox"/> Session_2A <input type="checkbox"/> Session_2B <input type="checkbox"/> Session_2C</p> </div> <p><a href="#">Go Back</a> <a href="#">Download DTA</a></p> </div>
<p>Click Download DTA and the PDF files you selected will download.</p>	<div data-bbox="667 1367 1382 1885"> <p><b>Confirm Student</b></p> <p>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"</p> <div style="border: 2px solid red; padding: 5px;"> <p><b>Download DTA</b></p> </div> <p><a href="#">Go Back</a> <a href="#">Download DTA</a></p> </div>

## Print Test

**Note:** The MSAA Online Assessment System does not allow you to access the test materials unless you have completed the Test Administration Training and passed the end-of-training final quiz.

Students using a paper version must have this accommodation in their IEP, consistent with state policy.

Select **Open Test in PDF** from the **Actions** button. Verify the student name and test grade.



Click the check box to confirm that the paper test is an approved accommodation for this student.

### Paper-based Administration of Test

Please confirm that the information below is correct.

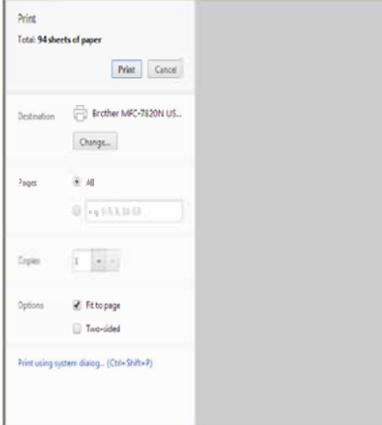
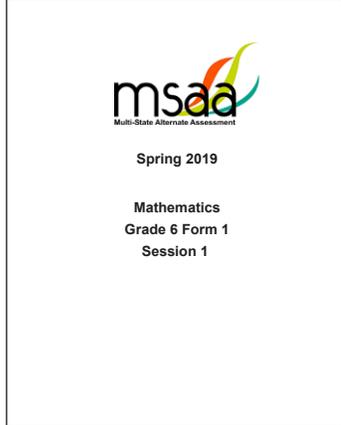
**Student name**  
test1 student1 (101011)

**Test name**  
OP ELA Gr06

I confirm that the paper test is an approved accommodation for this student.

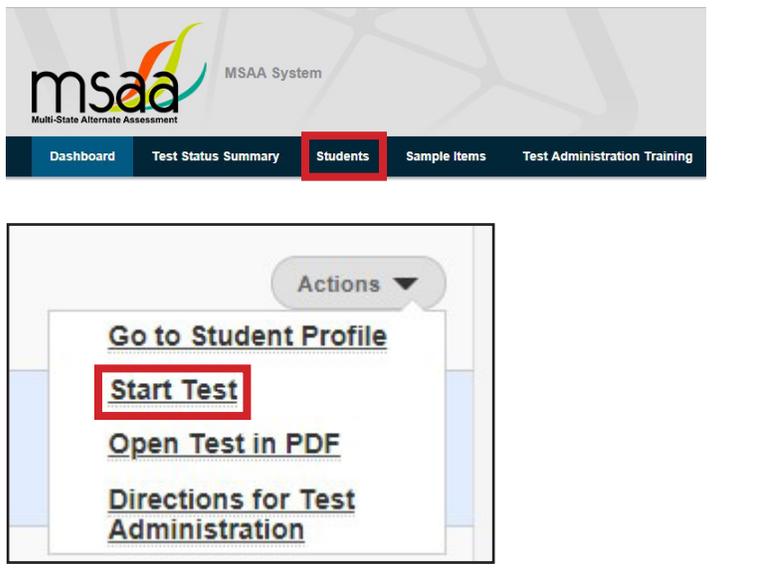
**Select test session**  
 Session1  Session2A  Session2B  Session2C  Session3

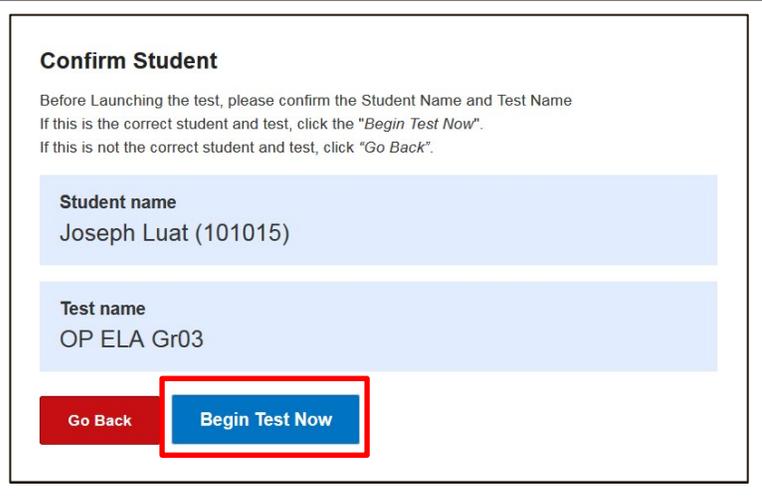
**Go Back** **Download Paper Test**

<p>Select the test session you would like to download. Please note that all adaptive versions of Session 2 are displayed.</p> <p>Based on performance in Session 1, students will be assigned to one of three versions (A, B, or C) of Session 2. The second session will consist of items at complexity levels that are more closely aligned to the student's current abilities.</p> <p>Click <b>Download Paper Test</b> and the PDF file you selected will download.</p>	<h3 style="text-align: center;">Paper-based Administration of Test</h3> <p>Please confirm that the information below is correct.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Student name</b> test1 student1 (101011)</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Test name</b> OP ELA Gr06</p> </div> <p><input type="checkbox"/> I confirm that the paper test is an approved accommodation for this student.</p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <p><b>Select test session</b></p> <p><input type="checkbox"/> Session1 <input type="checkbox"/> Session2A <input type="checkbox"/> Session2B <input type="checkbox"/> Session2C <input type="checkbox"/> Session3</p> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 5px; background-color: #800000; color: white; text-align: center; width: 100px;">Go Back</div> <div style="border: 2px solid red; padding: 5px; background-color: #800000; color: white; text-align: center; width: 100px;">Download Paper Test</div> </div>
<p>The PDF document will open and can be printed.</p>	<div style="display: flex; justify-content: space-between;"> <div data-bbox="673 961 1055 1386">  </div> <div data-bbox="1071 961 1412 1386">  </div> </div>

## Navigating the Online Test

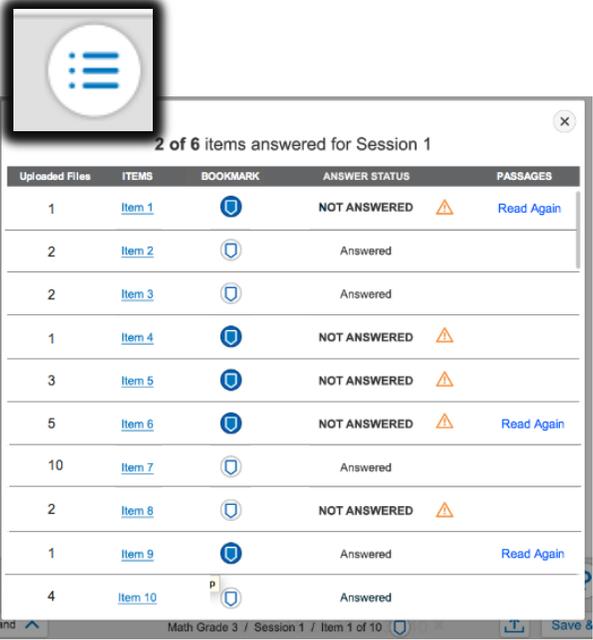
Students do not have direct access to the MSAA Online Assessment System, and are not provided with usernames or passwords. TAs will log in to the MSAA Online Assessment System and start each student’s test.

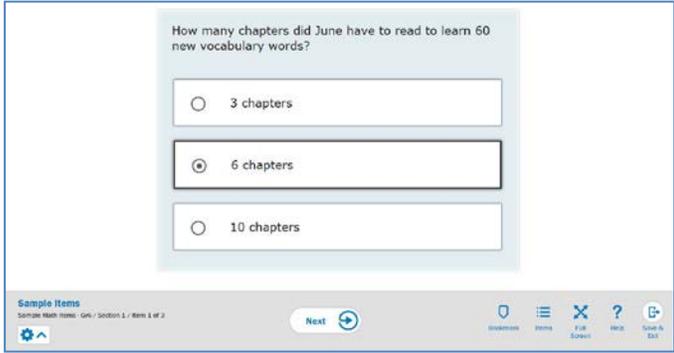
<p>To start the test:</p> <ul style="list-style-type: none"> <li>• Click on <b>Students</b> from the navigation panel.</li> <li>• Locate the student in the list and click on <b>Actions/Start Test</b>.</li> </ul>	 <p>The screenshot shows the MSAA System interface. At the top, the MSAA logo and 'MSAA System' are visible. Below is a navigation bar with buttons for 'Dashboard', 'Test Status Summary', 'Students', 'Sample Items', and 'Test Administration Training'. The 'Students' button is highlighted with a red box. Below the navigation bar, a dropdown menu is open, showing options: 'Go to Student Profile', 'Start Test', 'Open Test in PDF', and 'Directions for Test Administration'. The 'Start Test' option is highlighted with a red box.</p>
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<ul style="list-style-type: none"> <li>• Confirm the student name and test grade are correct.</li> <li>• If the student and test grade are correct, select the <b>Begin Test Now</b> button.</li> <li>• If the wrong student test was selected, click the <b>Go Back</b> button to return to the <b>Students</b> page. Repeat the process to find the correct student.</li> <li>• If the student’s test grade is incorrect, contact your TC.</li> </ul>	 <p>The screenshot shows the 'Confirm Student' page. It has a title 'Confirm Student' and instructions: 'Before Launching the test, please confirm the Student Name and Test Name. If this is the correct student and test, click the "Begin Test Now". If this is not the correct student and test, click "Go Back".' Below the instructions are two input fields: 'Student name' with the value 'Joseph Luat (101015)' and 'Test name' with the value 'OP ELA Gr03'. At the bottom, there are two buttons: 'Go Back' (red) and 'Begin Test Now' (blue). The 'Begin Test Now' button is highlighted with a red box.</p>
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## How to use the Toolbar Buttons

	
<p>The toolbar located at the very bottom of the item displays these buttons (left to right):</p> <ul style="list-style-type: none"> <li>➤ Student Name</li> <li>➤ Name of Test/Session/Current Item # out of total # of items</li> <li>➤ <b>Previous</b> – moves back one screen</li> <li>➤ <b>Next</b> – moves forward one screen</li> <li>➤ <b>Read Again</b> – returns to first screen of item or passage</li> <li>➤ <b>Upload Evidence</b> – upload images of student work, only available on constructed-response writing items</li> <li>➤ <b>Bookmark</b> – marks an item to be reviewed at a later time</li> <li>➤ <b>Items List</b> – an item summary page showing answered and unanswered items</li> <li>➤ <b>Full Screen</b> – full-screen mode</li> <li>➤ <b>Help</b> – brings up MSAA Service Center contact information</li> <li>➤ <b>Save &amp; Exit</b> – saves the test and exits out of the test (test may be resumed later)</li> </ul>	
<p><b>Previous and Next</b> – Moves you sequentially through the questions and the test.</p> <p>The item count section below these buttons will change based on where the student is in the test.</p>	

<p><b>Read Again: Audio Player Tool –</b> Provides a student using the Audio Player Tool the opportunity to hear the item read again.</p> <p>If the audio player is not enabled, this button will display the first screen of the item or passage.</p>																																																								
<p><b>Upload Evidence –</b> Uploads images of student work and only appears on the Toolbar for constructed-response writing items.</p>																																																								
<p><b>Item List –</b> Provides a summary of the questions and whether or not they have been answered and/or bookmarked for review.</p> <p>Click on the Item # in the <b>Items</b> column to go directly to the item or click on <b>Read Again</b> to go to the ELA passage associated with the item.</p>	 <table border="1" data-bbox="711 982 1304 1528"> <thead> <tr> <th>Uploaded Files</th> <th>ITEMS</th> <th>BOOKMARK</th> <th>ANSWER STATUS</th> <th>PASSAGES</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><a href="#">Item 1</a></td> <td></td> <td>NOT ANSWERED</td> <td><a href="#">Read Again</a></td> </tr> <tr> <td>2</td> <td><a href="#">Item 2</a></td> <td></td> <td>Answered</td> <td></td> </tr> <tr> <td>2</td> <td><a href="#">Item 3</a></td> <td></td> <td>Answered</td> <td></td> </tr> <tr> <td>1</td> <td><a href="#">Item 4</a></td> <td></td> <td>NOT ANSWERED</td> <td><a href="#">Read Again</a></td> </tr> <tr> <td>3</td> <td><a href="#">Item 5</a></td> <td></td> <td>NOT ANSWERED</td> <td><a href="#">Read Again</a></td> </tr> <tr> <td>5</td> <td><a href="#">Item 6</a></td> <td></td> <td>NOT ANSWERED</td> <td><a href="#">Read Again</a></td> </tr> <tr> <td>10</td> <td><a href="#">Item 7</a></td> <td></td> <td>Answered</td> <td></td> </tr> <tr> <td>2</td> <td><a href="#">Item 8</a></td> <td></td> <td>NOT ANSWERED</td> <td><a href="#">Read Again</a></td> </tr> <tr> <td>1</td> <td><a href="#">Item 9</a></td> <td></td> <td>Answered</td> <td><a href="#">Read Again</a></td> </tr> <tr> <td>4</td> <td><a href="#">Item 10</a></td> <td></td> <td>Answered</td> <td></td> </tr> </tbody> </table>	Uploaded Files	ITEMS	BOOKMARK	ANSWER STATUS	PASSAGES	1	<a href="#">Item 1</a>		NOT ANSWERED	<a href="#">Read Again</a>	2	<a href="#">Item 2</a>		Answered		2	<a href="#">Item 3</a>		Answered		1	<a href="#">Item 4</a>		NOT ANSWERED	<a href="#">Read Again</a>	3	<a href="#">Item 5</a>		NOT ANSWERED	<a href="#">Read Again</a>	5	<a href="#">Item 6</a>		NOT ANSWERED	<a href="#">Read Again</a>	10	<a href="#">Item 7</a>		Answered		2	<a href="#">Item 8</a>		NOT ANSWERED	<a href="#">Read Again</a>	1	<a href="#">Item 9</a>		Answered	<a href="#">Read Again</a>	4	<a href="#">Item 10</a>		Answered	
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<p><b>Full Screen –</b> Provides full-screen mode for viewing the item and is highly recommended.</p> <p>In full-screen mode, no Internet tabs or address bars are visible. Click the toggle button again to exit full-screen mode.</p>																																																								

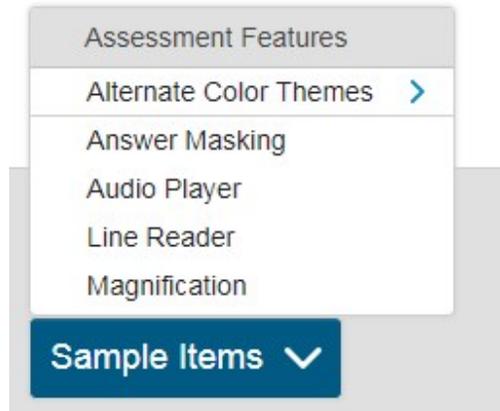
<p><b>Help –</b> Provides the Service Center phone number should you experience technical difficulties and/or need assistance.</p>	
<p><b>Answer a Question –</b> Each answer option will have a button on the left side. To answer a question:</p> <ul style="list-style-type: none"> <li>➤ Click anywhere in the white area by the answer option, or click directly in the button next to the answer option.</li> <li>➤ To change an answer, click in another answer tile or button.</li> <li>➤ Select the <b>Next</b> button to move on to the next item in the test.</li> <li>➤ Responses are automatically saved when the <b>Next</b> or <b>Previous</b> buttons are clicked.</li> <li>➤ Items can be left blank. Click <b>Next</b> or <b>Previous</b> to proceed through the test.</li> </ul>	

## How to use Accessibility Features

Practice using these features with the sample items to become familiar with them before you administer the Test to students. The section below lists the accessibility features that are available and shows the functionality for each option.

- Alternate Color Themes
- Answer Masking
- Audio Player
- Line Reader Tool
- Increase/Decrease Size of Text and Graphics
- Magnification

Below is a screenshot of the Assessment Features menu that can be found by clicking on the gear in the toolbar at the bottom of the screen when the test is open. In the menu, click a feature to enable it. Click again to turn off the feature.



When **Alternate Color Themes** is clicked, a new menu appears with the different color theme options.

Select an option by clicking on it. You will see a checkmark by the selected theme.

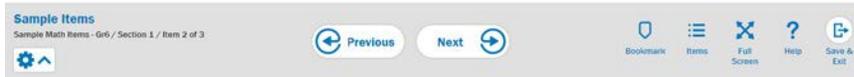
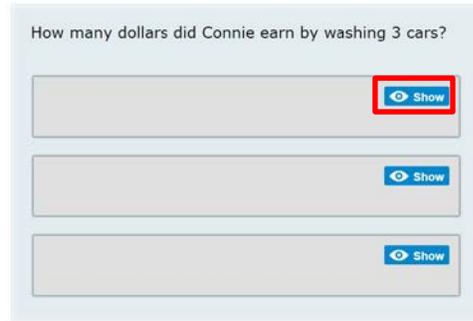


When you select a new theme, the background color and font color change the text provided in the online test.

When the new color theme is selected, all items in the test will appear with the same background and font color theme, as shown in the example below.



**Answer Masking:** When the Answer Masking feature is selected, all answer options for items will appear shaded, as shown in the example below. To unmask an answer option, click on the **Show** icon.

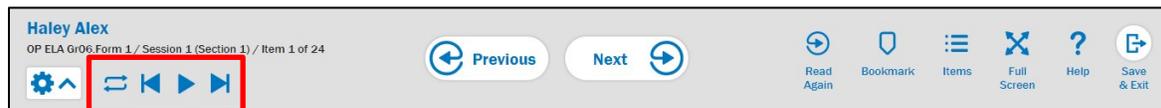


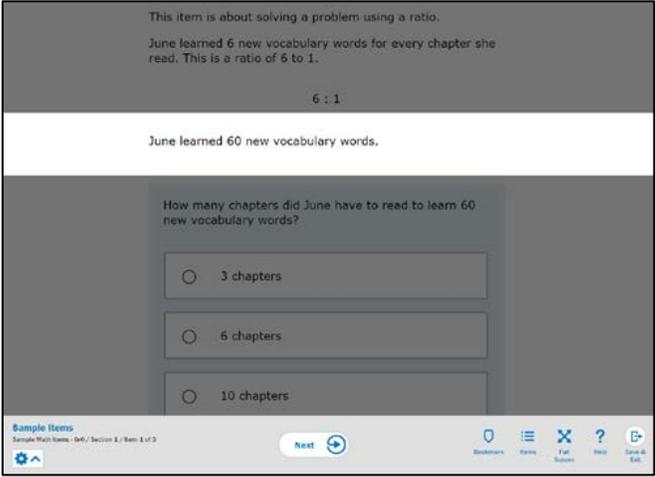
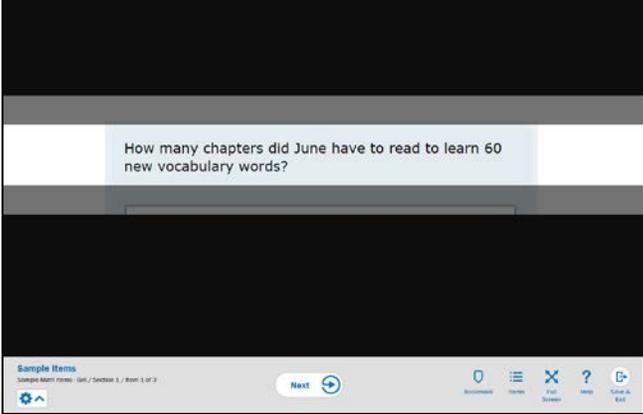
You will see the selected answer displays, while the other answer choices remain hidden. Click **Hide** to mask the answer again.

### Audio Player

Text is read aloud digitally to the student. The Audio Player tool reads each line automatically but can be paused, resumed, and made to repeat segments.

When **Audio Player** is selected, an Audio Player tool opens in the toolbar. The player tool is available as long as **Audio Player** is selected. You can pause, play, and replay as needed using buttons on the player tool.



<p>When the <b>Line Reader</b> feature is selected, all items in the test will appear with the line reader on.</p> <p>The Line Reader feature allows focused attention to one or a few lines at a time.</p> <p>To move the line reader, use the mouse or the up and down arrow buttons on the keyboard.</p>	
<p>When <b>Magnification</b> is selected, a magnification bar will appear on the item. The content that is within the bar will be magnified.</p> <p>To move the magnification bar, use the mouse or the up and down arrow buttons on the keyboard.</p> <p>When the <b>Magnification</b> feature is selected, all items in the test will appear with the magnifier tool.</p>	

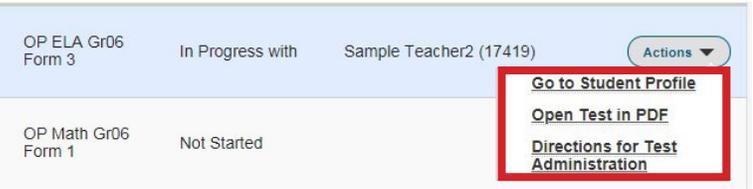
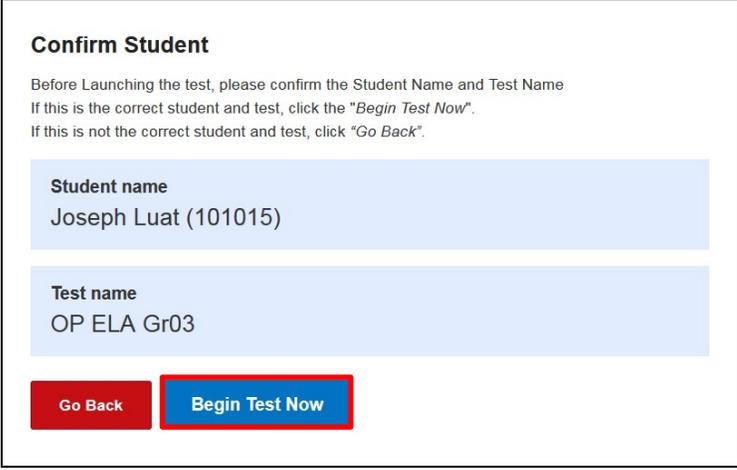
## Starting, Pausing, Resuming, Closing, and Submitting Tests

### How to Start a Test

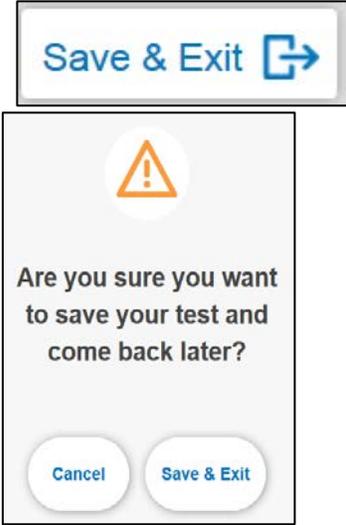
If all of the tasks in the “Before Testing” section of this guide have not been completed, the MSAA Online Assessment System may display the following messages when attempting to launch a test.

#### **Start Test Warnings/Messages:**

1. **Training** – A pop-up message appears, stating that the required training and final quiz must be completed and passed. Please contact your TC if you feel this message is an error.
2. **Student Profile** – If you did not complete the **LCI**, **Accommodations: Before Test**, and **SRC** tabs in the **Student Profile**, a warning notice will appear stating that those sections must be complete before beginning the test. Click **Cancel** and return to the student profile as described in the “Before Testing” section to complete the tabs. Once completed, the tests for that student can be launched.

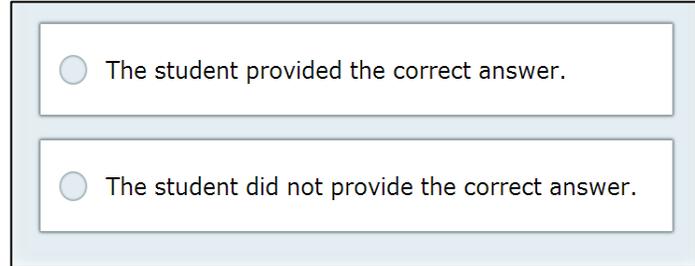
<p>From <b>Students</b>, locate the student test you wish to start and click the <b>Actions</b> button, then <b>Start Test</b>.</p> <p>The <b>Start Test</b> option will appear on the drop-down menu only if the test has not been started.</p> <p>If the test has been started and is currently Paused, this option will change to <b>Resume Test</b>.</p>	
<p>If the test is currently being administered, then neither <b>Start Test</b> nor <b>Resume Test</b> will appear in the <b>Actions</b> menu, and the test will show as <b>In Progress</b>.</p>	
<p>If all requirements have been met, a window with the student and test information displays.</p> <p>Confirm it is the correct student/test and click <b>Begin Test Now</b>.</p>	
<p><b>Resume Test</b></p> <p>Click on <b>Actions</b>. Select <b>Resume Test</b>.</p> <p>This option is available if the test was saved/exited but not submitted after being started. The test status will be Paused. The test may be resumed at any point during the test window.</p>	

### How to Pause and Resume a Test

<p>To pause a test, click <b>Save &amp; Exit</b> in the Navigation Toolbar. A prompt window will ask you to confirm you want to save and exit the test.</p> <p>When you click <b>Resume Test</b>, the test will resume at the item you exited from.</p>	
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### Constructed-Response (CR): Mathematics Items

When presented with these items, you must indicate in the MSAA Online Assessment System if the student provided or did not provide the correct answer, based on the scoring rubric in the DTA.

<p>This is an example of the answer responses for a CR mathematics completion item. Click anywhere in the tile or in the radio button of the applicable response.</p>	
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### How to Administer the Writing Prompt

The writing prompt requires students to produce a permanent product in response to a writing prompt. The writing prompt is presented in a standardized, scripted sequence of steps. **The student or TA must record the response to the prompt on the response templates that are in the MSAA Online Assessment System, even when evidence is captured on a webcam or uploaded. Only the final response template should be uploaded. It is not necessary to include idea cards, drafts, communication boards/devices, student selections from pictures, etc.**

**Note:** For the writing prompt, students may enter their writing product into the response template in the system. If the student has the scribe accommodation, then the scribe may type the student writing product into the MSAA Online Assessment System.

## Writing: Capture and Upload Writing Evidence

There are three ways to capture student evidence for the writing prompt in the MSAA Online Assessment System:

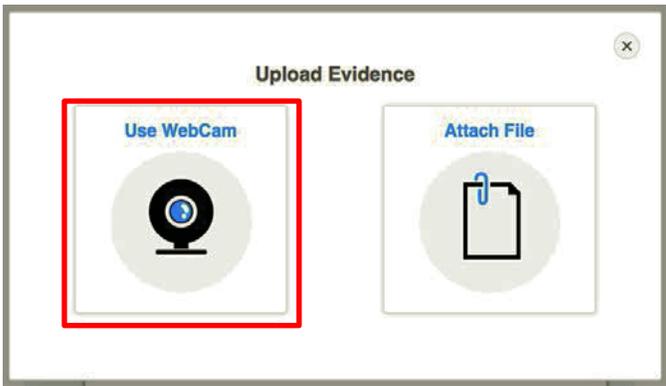
- Type responses in without uploading evidence separately.
- Use the computer webcam to capture an image of the evidence.
- Scan the evidence using a scanner, and upload the file as an attachment.

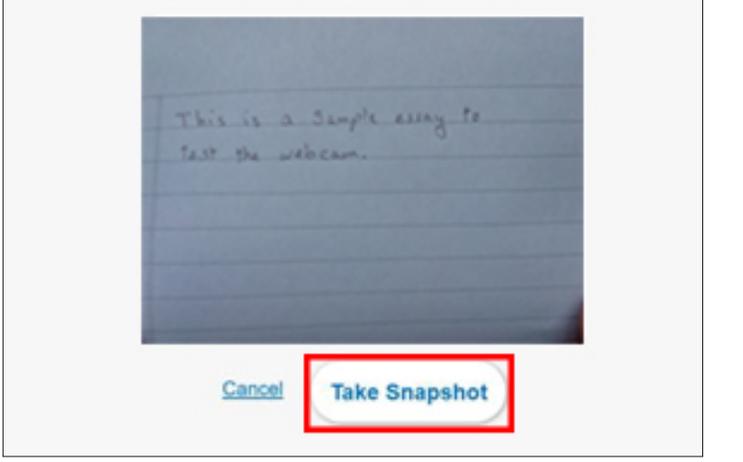
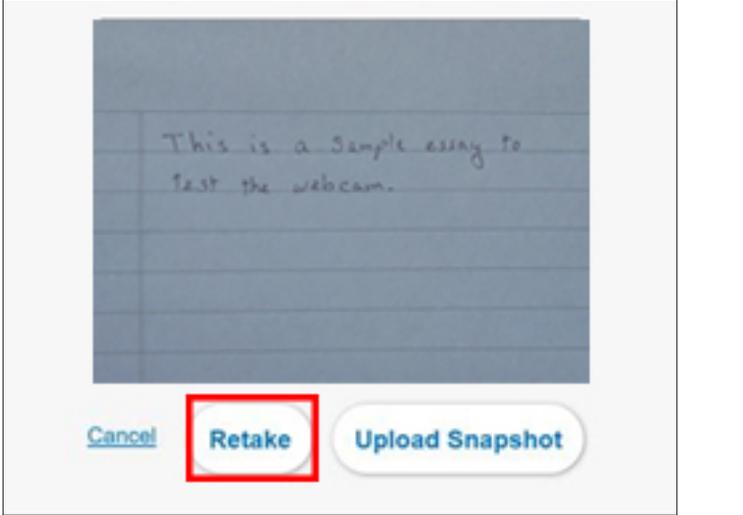
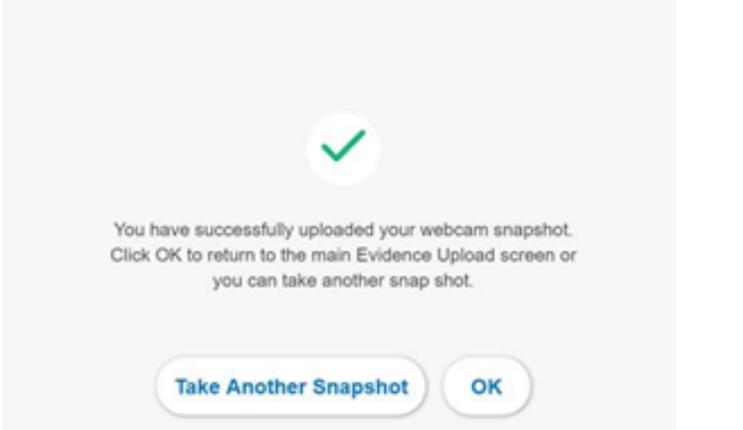
### When to Capture and Upload Student Evidence

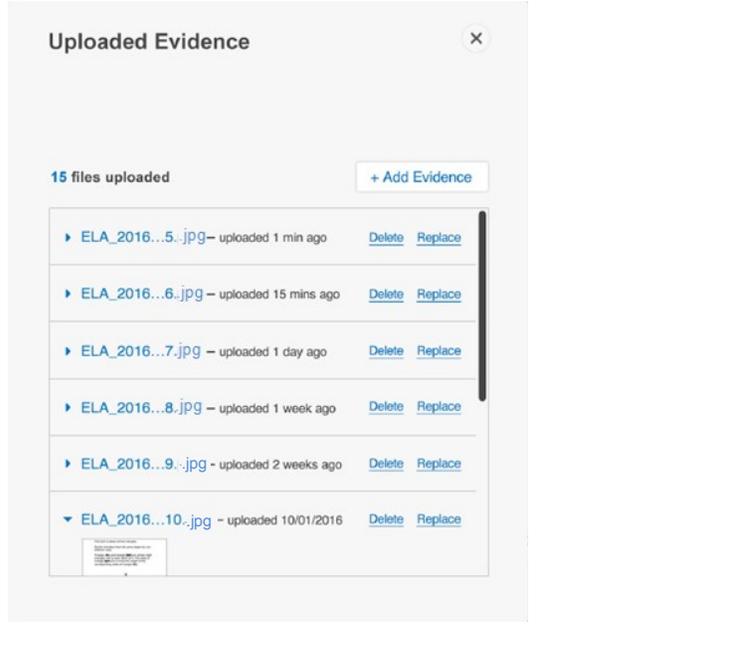
The **Upload Evidence** button will become available in the writing item toolbar for the upload of student evidence. Writing evidence for students using the paper accommodation will be uploaded for only Constructed-Response Writing items.

**It is important to upload the evidence before the session is submitted.** Once the session is submitted, you cannot get back to that item to upload evidence.

### Capture Evidence Using Webcam

<p>When you are administering the writing item, the <b>Upload Evidence</b> button will become available.</p> <p>Click on this button to begin the evidence upload process.</p>	
<p>Select the <b>Use WebCam</b> button.</p>	

<p>The screen will provide a window that will display the student’s work you place in front of your computer’s webcam.</p> <p>Position the camera or document in a way in which the evidence can be clearly seen. When ready, click the <b>Take Snapshot</b> button.</p>	
<p>The screen will display the “photo” of the evidence.</p> <p>If you are not satisfied with the captured image, click the <b>Retake</b> button and repeat the process.</p> <p><b>Note:</b> Do not include the student or the TA in the picture, drafts, or pictures of communication boards/ devices.</p>	
<p>If the image is acceptable, click the <b>Upload</b> button.</p> <p>A confirmation message will appear if the file was uploaded successfully. Click <b>OK</b>.</p>	

<p>You will be returned to the <b>Uploaded Evidence</b> screen, and the multiple student files you uploaded will now be listed. These files can be reviewed, replaced, or deleted.</p>	 <p>The screenshot shows a window titled 'Uploaded Evidence' with a close button (X) in the top right. Below the title, it says '15 files uploaded' and has a '+ Add Evidence' button. A list of files is shown, each with a right-pointing arrow, the filename, the upload time, and 'Delete' and 'Replace' links. The files listed are:</p> <ul style="list-style-type: none"> <li>▶ ELA_2016...5..jpg – uploaded 1 min ago</li> <li>▶ ELA_2016...6..jpg – uploaded 15 mins ago</li> <li>▶ ELA_2016...7..jpg – uploaded 1 day ago</li> <li>▶ ELA_2016...8..jpg – uploaded 1 week ago</li> <li>▶ ELA_2016...9..jpg – uploaded 2 weeks ago</li> <li>▼ ELA_2016...10..jpg – uploaded 10/01/2016</li> </ul>
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### How to Capture Evidence if You Don't Have a Webcam

1. If the computer you are using does not have a webcam to use for capturing evidence, you will need to upload evidence files from your computer.
2. When the student completes the writing product, pause the test (use **Save & Exit**) while the item is displayed on the screen.
3. Capture the evidence/student work using a scanner or camera. Please note the following:
  - Some large-scale printers have built-in scanning functionality.
  - A school-issued camera may be able to provide an image in the appropriate file type.
  - The only acceptable evidence file formats are: **\*.JPG, or \*.JPEG**.  
\*.PDF and \*.PNG formatted files will not be successfully uploaded.
4. Save the files to the computer where you will resume the student test.
  - Two possible ways to save the files to a specific computer are by emailing the files to yourself and logging in from that computer to download the emailed files, or by saving the files on a shared server space which you are able to access from any work station.

**Note: The final writing product that you upload should not contain any identifying student information, including the student's face or name.**

## How to Capture Evidence from a Computer

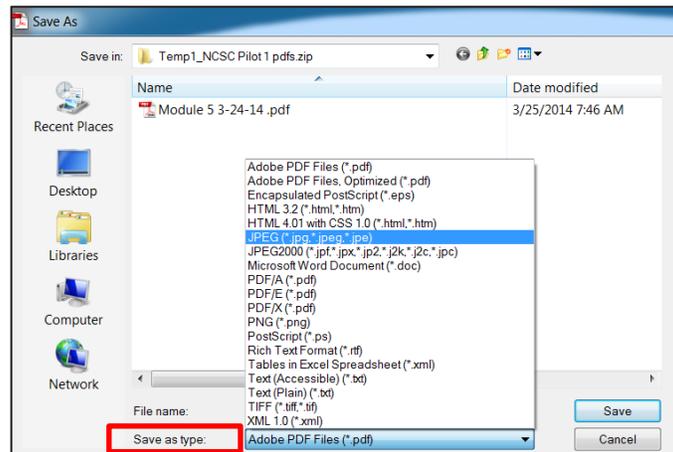
### Save .PDF files as .jpg or .jpeg

PDF files will be rejected by the MSAA Online Assessment System.

PDF files will need to be converted to .jpg or .jpeg before they can be uploaded.

If your scanner saves images as a .pdf file by default, you **must** open the .pdf, click **Save As**, and select one of these formats—jpg or .jpeg—from the **Save As Type** field.

Once the document is saved in an accepted format, upload the evidence following the steps above.



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

Click on this button to begin the evidence upload process.



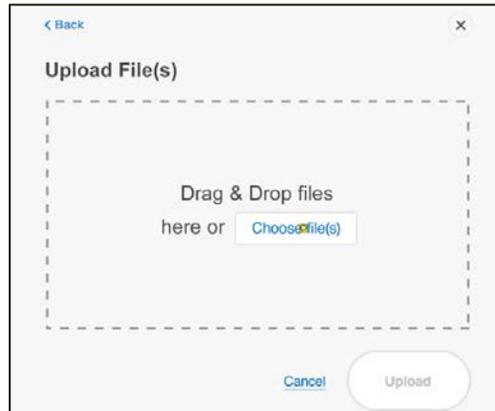
A pop-up window provides you with two options to capture evidence.

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

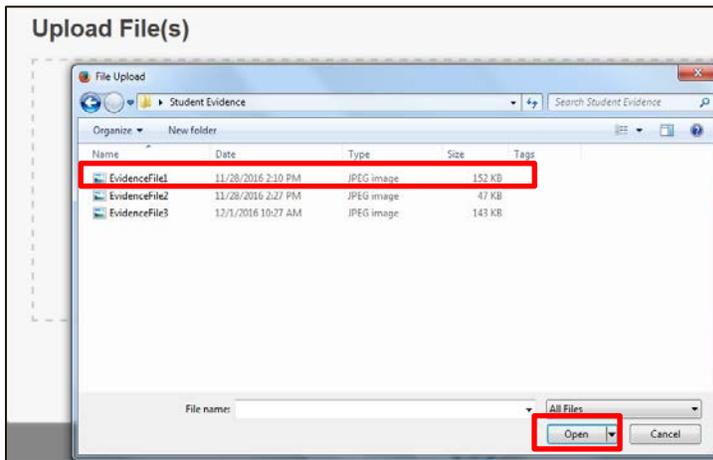


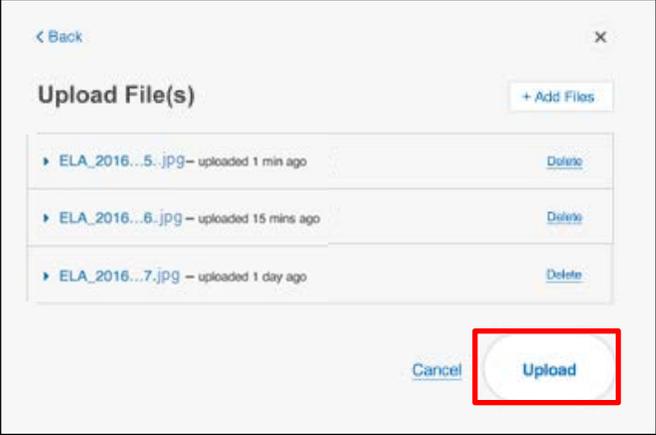
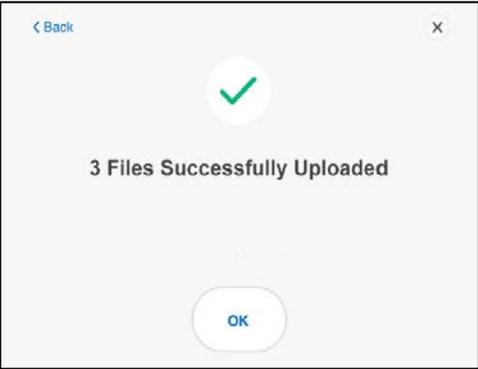
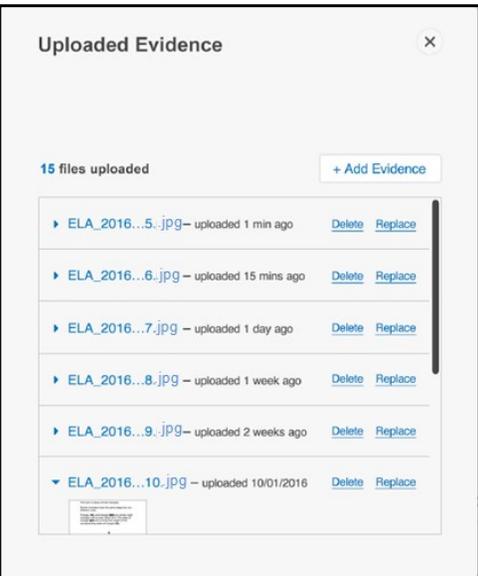
A file upload prompt will appear.

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



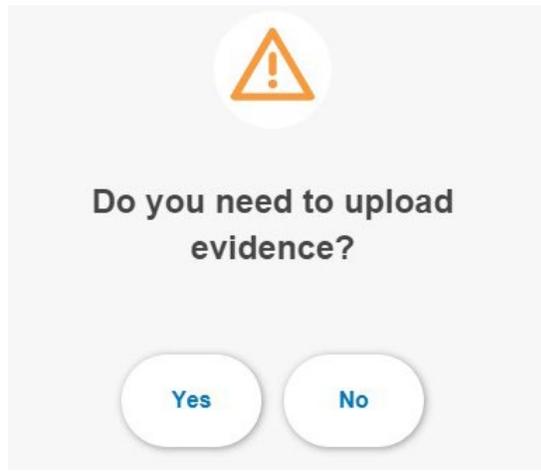
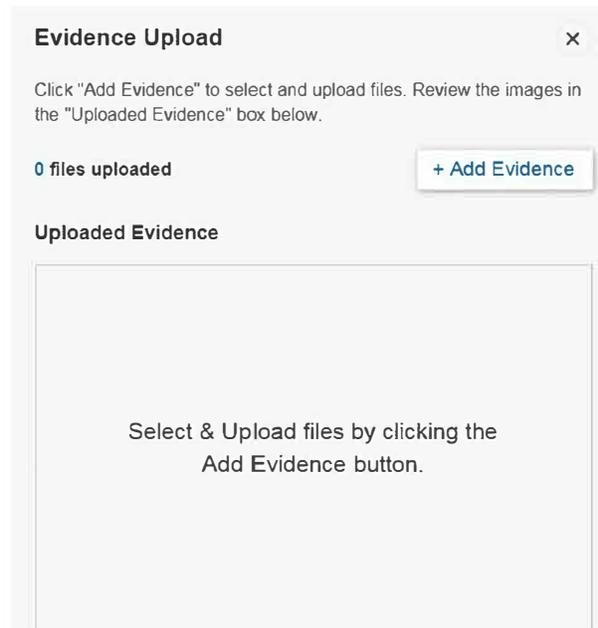
Select the file(s) that contain the scanned image, and click **Open**.



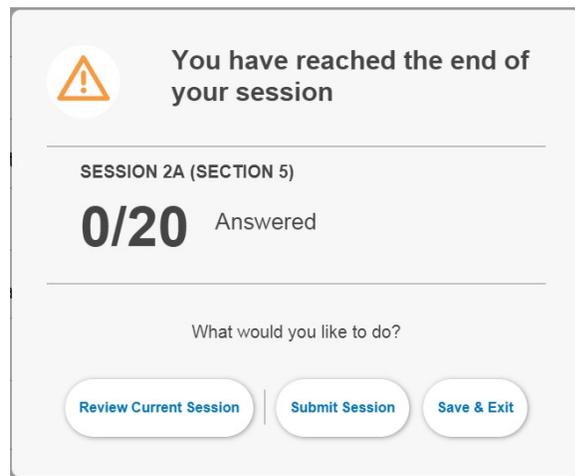
<p>The file names will display in the upload prompt and can be viewed by clicking the file name. Click the <b>Upload</b> button when you are ready.</p>	
<p>The system will provide you with a confirmation of successful upload. Click <b>OK</b>.</p>	
<p>You will return to the <b>Uploaded Evidence</b> screen, and the files you uploaded will now be listed. These files can be reviewed, replaced, or deleted.</p>	

### Writing Prompt Evidence Reminder

The MSAA System has a new reminder on the writing item that displays only if the user has not uploaded evidence.

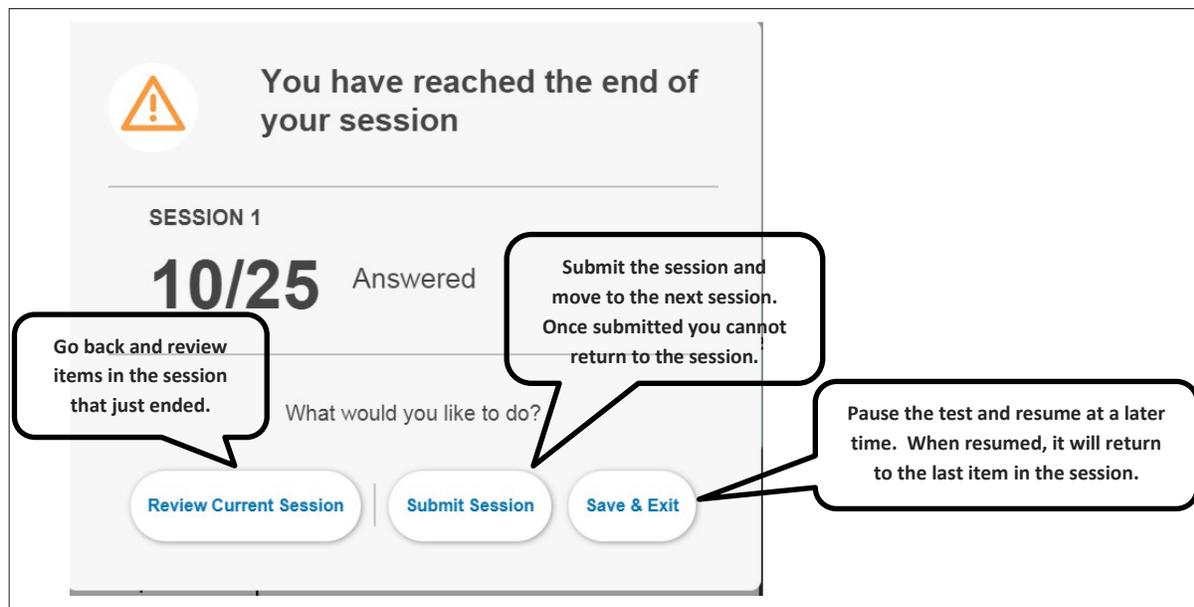
<p>The user can view the evidence uploaded in the navigation bar. If no evidence has been uploaded, a zero will display in the parenthesis.</p>	
<p>If no evidence has been uploaded, when the user clicks "Next", a prompt will display asking the user "Do you need to upload evidence?"</p>	
<p>If the user selects "Yes", the user will be taken directly to the evidence upload modal.</p>	

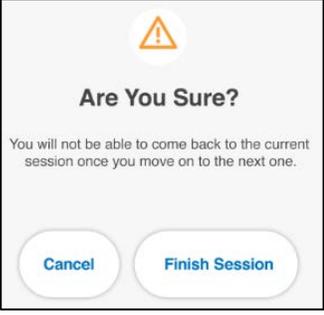
If the user selects “No”, the user will be taken to the end of session screen. The user can return to the item, submit the session or Save & Exit from this screen.



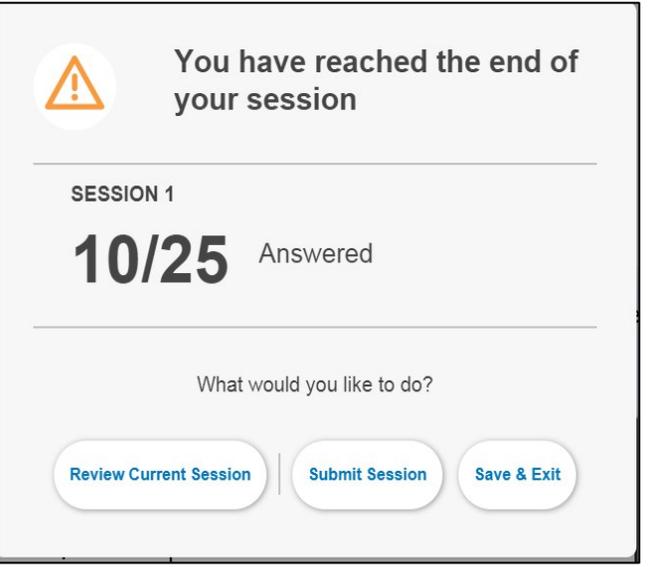
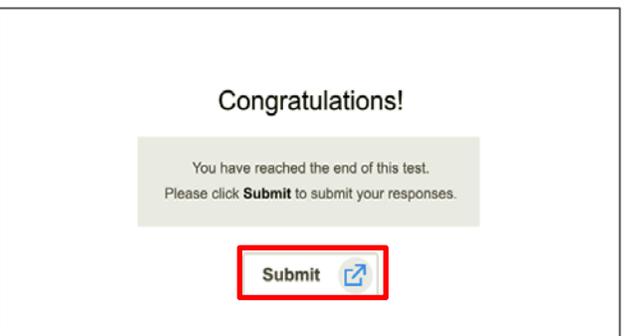
### What to Do at the End of a Session

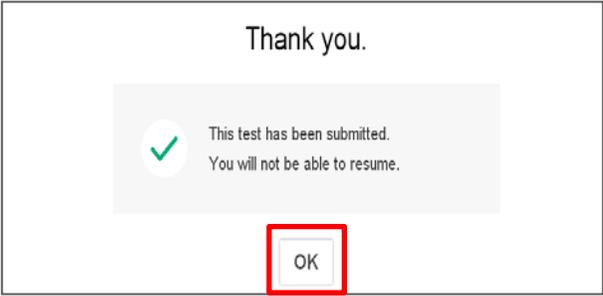
Each test has two sessions, regardless of content area. You will know when you are nearing the end of the session by reading the **Item Count** text below the **Previous** and **Next** buttons. When you click **Next** while on the last question in the session, a prompt will appear notifying you “**You have reached the end of your session.**” From here, you need to select one of the three options for what to do next: review the current session, submit the session, or save and exit. Before submitting the writing prompt, be sure that the student response has been entered into the MSSA System or the student evidence has been uploaded.



<p>Should you choose to proceed with the test by clicking the <b>Submit Session</b> button, you will be asked to confirm that you wish to submit the session for scoring.</p> <p>If you have made an error by selecting this option, click <b>Cancel</b> to return to the session that just ended.</p>	 <p>The screenshot shows a confirmation dialog with a warning icon. The text reads: "Are You Sure? You will not be able to come back to the current session once you move on to the next one." There are two buttons: "Cancel" and "Finish Session".</p>
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### How to Submit a Test

<p>When you have reached the end-of-session page for the <u>last</u> session in the test you have three options:</p> <ol style="list-style-type: none"> <li>1. <b>Review Current Session</b> will allow you to go back and review items in the session.</li> <li>2. <b>Submit Session</b> will complete the session and submit the entire test for scoring.</li> <li>3. <b>Save &amp; Exit</b> allows you to pause the test and come back later.</li> </ol> <p>If you and the student are ready to complete and submit the test for scoring, click the <b>Submit My Test</b> button.</p>	 <p>The screenshot shows a page with a warning icon and the text: "You have reached the end of your session". Below this, it says "SESSION 1" and "10/25 Answered". A question asks "What would you like to do?" with three buttons: "Review Current Session", "Submit Session", and "Save &amp; Exit".</p>
<p>You will receive a Congratulations message that the end of the test has been reached and it is now ready to submit.</p> <p>Click the <b>Submit</b> button.</p> <p>NOTE: If you or a student accidentally close your browser before you submit the test, you will need to have the test unlocked. Once unlocked, you can navigate back to the submit page by resuming the test from <b>Students</b>.</p>	 <p>The screenshot shows a "Congratulations!" message. The text reads: "You have reached the end of this test. Please click <b>Submit</b> to submit your responses." A red box highlights the "Submit" button with an external link icon.</p>

<p>Click <b>OK</b>.</p> <p>The student’s test has now been submitted, and you will be returned to the <b>Students</b> page.</p> <p>The test is now considered complete.</p>	
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### When to Submit a Test

When a test is complete, it is critical that TAs *submit* the test. Once a test is submitted:

- The test status will change from **In Progress** to **Submitted** on the **Students** page, indicating that student responses have been received.
- The **Go To Survey** link in the Actions Menu will be enabled.
- **All tests must be submitted by May 3, 2019, at 8:00 pm Eastern Time or they will not be scored.**

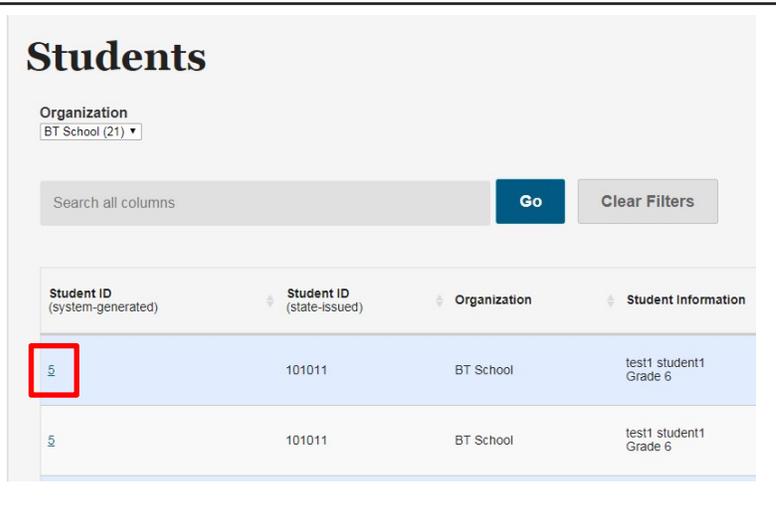
### How and When to Close a Test

Review pages 36–37 in the TAM for specific instructions on when and how to administer the Student Response Check. Only TCs may close tests based on the results of the SRC.

## After Testing

### Accommodations: After Test

Once you have administered and submitted or closed the student’s test, return to the student profile to record the accommodations that the student used during the Test.

<p>In <b>Students</b>, find the student in the list and click on his or her Student ID number.</p>	
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Click on the **Accommodations: After Test** tab.

### Kaitlin Jahnke (4)

Demographics
LCI
Accommodations: Before Test
SRC
Accommodations: After Test

Save
Cancel

Student ID \*

First Name \*

Middle

Select the accommodations that the student used during the Test. Select the last option if the student did not use any accommodations during testing.

#### 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 for presentation of items to student
- Assistive Technology for student response to questions
- Paper Version of Item/s
- Scribe
- Sign Interpretation (e.g., ASL, PSE, SEE)
- Check this box if the student did not use any accommodations.

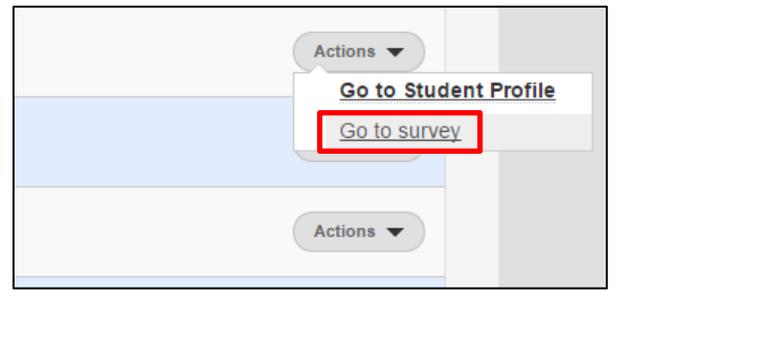
Click **Save**. The system will display a confirmation about the update on the top of the page.

Updated Kaitlin Jahnke (4)

## Kaitlin Jahnke (4)

## End-of-Test Survey

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

<p>In Students, when the test status for all tests are submitted or closed, click on <b>Actions</b> and select <b>Go to survey</b>.</p>	 <p>The screenshot shows a user interface with two 'Actions' dropdown menus. The top dropdown menu is open, displaying two options: 'Go to Student Profile' and 'Go to survey'. The 'Go to survey' option is highlighted with a red rectangular box. The bottom dropdown menu is closed.</p>
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## Returning Test Materials to Measured Progress (Maryland only)

Paper copies of Directions for Test Administration (DTA) ordered from Measured Progress by educators in Maryland are secure and must be returned. Each shipment of test materials will include a box to be saved for return shipping as well as a UPS shipping label. Pack the materials in the return box and apply the shipping label. The one-day UPS pickup date for test materials is May 10, 2019.

# Appendices

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## Appendix A: Accessibility Features and Assistive Technology Compatibility

### Accessibility Features

The following lists of accessibility features may be helpful for students taking the computer, laptop, or tablet administration or for those students for whom a hybrid administration is appropriate.

Accessibility Features: Computer, Laptop, or Tablet Administration	
<b>Allowed Reading</b>	The TA may read the directions, answer options, or passage as often as is reasonable to obtain a student's response to an item. All text must be read to students exactly as written, with no paraphrasing or word substitution.
<b>Alternate Color Theme Tool</b>	<p>The student or TA can change the onscreen background color and/or text color based on need or preference. The options are:</p> <ul style="list-style-type: none"> <li>• White background with black text</li> <li>• Light blue background with black text</li> <li>• Black background with white text</li> <li>• Cream background with black text</li> <li>• Light magenta background with black text</li> <li>• Dark blue background with light blue text</li> </ul>
<b>Alternative Text</b>	Alternative text includes descriptive statements for graphics (e.g., tables, charts, graphs, timelines, etc.) that may need to be described verbally in order for the student to understand an item. <i>Alternative text can be read by the embedded Audio Player or the TA. If the TA will read the alternative text, it is included in the DTA and should be read as indicated.</i>
<b>Answer Masking Tool</b>	The embedded Answer Masking tool allows students and TAs to electronically cover and reveal individual answer options as needed.
<b>Audio Player Tool</b>	The embedded Audio Player reads each line automatically and can be paused, resumed, and made to repeat segments as needed. The pace of reading can be controlled by the student or TA so that text may be slowed or sped up depending on student needs.
<b>Increase/Decrease Size of Text and Graphics</b>	Computers, laptops, and tablets provide zoom-in and zoom-out functions. Projection systems, video magnifiers, and smart boards may be used to increase the size of text and graphics. The zoom feature found in Web browsers may also be used to reduce the size of text or graphics in order to view more item information on one page.
<b>Increase Volume</b>	To increase the volume on the computer, laptop, or tablet, use the built-in volume control options. Students may need headphones depending on testing location.
<b>Line Reader Tool</b>	The embedded Line Reader tool allows the entire item to be shaded, and an adjustable box allows attention to be focused on one line or a few lines at a time. The box can be adjusted by the student or the TA.
<b>Magnification Tool</b>	The embedded Magnification tool increases the size of the text and graphics only in the selected area. The magnification tool is attached to the cursor so it will highlight any section the mouse hovers over.

<b>Manipulatives for Mathematics</b>	<p>Directions for the use of manipulatives are described in the DTAs; to the extent possible, these should be the tools the student uses during instruction. Manipulatives are not provided by MSAA because not all students use the same tools. Possible manipulatives and tools required for testing include:</p> <ol style="list-style-type: none"> <li>1. Ruler, thermometer, clock, abacus, talking calculator, raised line graph/ grid paper, tiles, blocks, etc.</li> <li>2. Calculator. Each item includes information for the TA on whether a calculator is allowable. Most items do allow the use of a calculator, but it is important to note which ones do not.</li> </ol>
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<b>Tactile Graphics</b>	<p>Tactile graphics are raised versions of print graphics that are adapted for the sense of touch (<i>Guidelines and Standards for Tactile Graphics</i>, 2010, Braille Authority of North America). An example is the raised lines on a simplified image of the parts of a flower or on a mathematical graph.</p> <p>Tactile graphics may be used during the Test if they are already used by the student on a regular basis. Review the MSAA vocabulary lists for ELA and Mathematics prior to testing to ensure that students have time to learn and become familiar with any new tactile graphics. TAs are responsible for creating any tactile graphics the student may require.</p>
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### Accessibility Features: Paper Administration

<b>Allowed Reading</b>	The TA may read the directions, answer options, or passage as often as is reasonable to obtain a student's response to an item. All text must be read to students exactly as written, with no paraphrasing or word substitution.
<b>Alternate Color Themes</b>	Acetate overlays in the color preferred by the student should be used. Another option is to print the Test on paper that is the color preferred by the student.
<b>Alternative Text</b>	Alternative text includes descriptive statements for graphics (e.g., tables, charts, graphs, timelines, etc.) that may need to be described verbally in order for the student to understand. <i>Alternative text is included in the DTA and should be read aloud by the TA as needed.</i>
<b>Answer Masking</b>	For students who require answer masking on the paper version of the Test, TAs should use paper or cards to cover and reveal individual answer options as needed.
<b>Increase/Decrease Size of Text and Graphics</b>	Paper versions of the Test can be projected by document projection devices or interactive white boards as needed by the student.
<b>Increase Volume</b>	TAs can adjust the volume of their voice as necessary.
<b>Line Reader</b>	The TA or student can use two pieces of paper to limit attention to one or a few illuminated lines at a time, while blocking out the rest of the test item.
<b>Magnification</b>	Any handheld magnification device normally used by the student is acceptable.

**Manipulatives for Mathematics**

Directions for the use of manipulatives are described in the DTAs; to the extent possible, these should be the tools the student uses during instruction. Manipulatives are not provided by MSAA because not all students use the same tools. Possible manipulatives and tools required for testing include:

1. Ruler, thermometer, clock, abacus, talking calculator, raised line graph/grid paper, tiles, blocks, etc.
2. Calculator. Each item includes information for the TA on whether a calculator is allowable. Most items do allow the use of a calculator, but it is important to note which ones do not.

**Object Replacement**

An object or part of an object may be used to represent a person, place, object, or activity. For example, a silk flower petal, leaf, and stem may represent parts of a flower or interlocking centimeter blocks may represent graphed numbers. Object replacement may be used during the Test if it is already used by the student on a regular basis. Please review the MSAA vocabulary lists for ELA and Mathematics prior to testing to ensure that students have time to learn and become familiar with any new objects. TAs are responsible for creating any objects the student may require.

**Tactile Graphics**

Tactile graphics are raised versions of print graphics that are adapted for the sense of touch (*Guidelines and Standards for Tactile Graphics, 2010*, Braille Authority of North America). An example is the raised lines on a simplified image of the parts of a flower or on a mathematical graph.

Tactile graphics may be used during the Test if they are already used by the student on a regular basis. Review the vocabulary lists for ELA and Mathematics prior to testing to ensure that students have time to learn and become familiar with any new tactile graphics. TAs are responsible for creating any tactile graphics the student may require.

**Tactile Symbols**

Tactile symbols are concrete representations of objects or concepts developed for individuals who are visually impaired or have a practical need for a graphic language system. For example, a seed within a textured triangle can represent a plant or a textured slanted line with a series of dots can represent a graph.

Tactile symbols may be used during the Test if they are already used by the student on a regular basis. Review the MSAA vocabulary lists for ELA and Mathematics prior to testing to ensure that students have time to learn and become familiar with any new symbols. TAs are responsible for creating any tactile symbols the student may require.

## Assistive Technology Compatibility

The MSAA System supports a variety of assistive technology (AT) devices. In general, the following assistive technology types are expected to be compatible with the MSAA system\*:

**a. Text-to-speech**

The MSAA System supports text-to-speech devices. The text-to-speech devices should be tested with the sample items prior to administering the Test to students.

**b. Alternate keyboards**

In general, alternate keyboards should be compatible as a basic USB keyboard. The keyboards should be tested with the sample items prior to administering the test to students.

**c. Switch-based navigation and answer selection**

Switch-based navigation systems have been tested and should be compatible with the MSAA System. Please test the device using the sample items prior to administering the test to students.

**d. Eye-gaze**

Eye-gaze devices should be compatible with the system and some devices have been tested to assure compatibility.

\* Refreshable Braille display is not supported by the MSAA Online Assessment System.

### Keyboard-Only Navigation Shortcuts

Keyboard Navigation Reference	PC Shortcut Key	Mac Shortcut Key
PREVIOUS	CTRL + left arrow	CTRL + <
NEXT	CTRL + right arrow	CTRL + >
SELECT ANSWER	NUMBER KEYS (1-10)	NUMBER KEYS (1-10)
SCROLL UP	CTRL + Up Arrow	CTRL + Option + Up Arrow
SCROLL DOWN	CTRL + Down Arrow	CTRL + Option + Down Arrow
ZOOM OUT	CTRL + Minus Key (-)	
ZOOM IN	CTRL + Plus Key (+)	
HELP	CTRL + ?	CTRL + ?

WRITING EVIDENCE SHORTCUTS		
UPLOAD EVIDENCE	CTRL + ALT + U	CTRL + U
OPEN QUESTION LISTING	CTRL + ALT + L	CTRL + L
OPEN & CLOSE ACCESSIBILITY MENU	CTRL + ALT + O	CTRL + O
Attach File	CTRL + ALT + A	CTRL + A
Choose File/Browse	CTRL + ALT + C	CTRL + C
Description Box	CTRL + ALT + D	CTRL + D
File Attachment	CTRL + ALT + F	CTRL + F
Retake Snapshot	CTRL + ALT + R	CTRL + R
Take Snapshot	CTRL + ALT + T	CTRL + T
Web Camera	CTRL + ALT + W	CTRL + W
CLOSE OVERLAY/POP-UPS	CTRL + ALT + X	CTRL + X
REVIEW SESSION/NEXT POP-UP	CTRL + ALT + N	CTRL + N

## Appendix B: Technology Requirements

### Devices

Desktop computers, laptops, tablets, and other devices can be used to administer the assessment. The following devices are supported when used with the browsers listed in the **Browser** section below.

- a. iPad Mini
- b. iPad 2
- c. Windows Surface
- d. Chromebook

### Operating System

The supported operating systems for each device are listed below. Use the latest version of the supported browsers to access the assessment successfully.

Device	Version
Windows Computer	Windows 7, 8, 8.1 and 10
Mac (Apple OS X) Computer	10.7 (Lion), - 10.11 (El Capitan)
iPad Mini	iOS 8.4
iPad 2	iOS 9.3.4
Windows Surface	Windows RT 8.1
Chromebook	Chrome OS 49.2623.95

### Browser

You will access the Test and test materials using a browser installed on your laptop, computer, or tablet. It is important that you have the latest version of at least one of the browsers listed below for the smoothest administration of the Test.

To check the browser and version you are using, go to the Google site [whatbrowser.org](http://whatbrowser.org) and it will automatically provide that information. You can also upgrade your browser to the latest version from this site for free. If you experience problems with loading the assessment, log out, then log in with a different browser.

Browser	Version	To Install
Chrome	26 and above	<a href="http://www.google.com/chrome">http://www.google.com/chrome</a>
Firefox	24 and above	<a href="http://www.mozilla.com">http://www.mozilla.com</a>
Internet Explorer & Edge	IE11 and above	Already installed on all Windows computers





