MSAA Online Assessment System User Guide for Test Administrators

March 15–May 14, 2021

In the event that test administration is impacted by COVID-19, please refer back to state-specific guidelines provided by your State Educational Agency (SEA). If you have any questions, refer back to the State MSAA Coordinators Contact Information on page 1 of the *Test Administration Manual*.

Table of Contents

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

Troubleshooting

MSAA Technical Support

MSAA Service Center 📞 **Phone: (866) 834-8879** ✉ **Email: MSAAServiceCenter@cognia.org** 💬 *New!* **Live Chat: Link at the bottom of the** <u>**MSAA System Dashboard**</u>

The Service Center for the MSAA is available to Test Administrators (TAs) and Test Coordinators (TCs) from 6 am – 8 pm ET, Monday – Friday, 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 <u>Test Coordinator</u> when…

| **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 <u>MSAA Dashboard</u>).

For example, you need to:
• Change a student's demographic information
• Close a test
• Order paper materials | **You do not have a user account.**
For example, you receive the message, *"Sorry, unrecognized username or password"* and cannot resolve the issue with the "Request New Password" button.
• The wrong name is associated with your email address | **You do not have the necessary MSAA System permissions to make your requested change.**

For example:
• You need to be assigned to a different (or additional) school or district
• You need to make a Test Grade Change |

Test Administrators and Test Coordinators: Contact the <u>MSAA Service Center</u> when…

| **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 <u>MSAA Dashboard</u>), such as:
• You have trouble logging in (and have a user account)
• Your TA has passed the final quiz (≥80%) but cannot access student test materials
• You are a TC with questions about making changes to TAs in your district(s)
• You need to open a locked test | **You encounter an error or unusual behavior in the MSAA Online Assessment System with:**
• User accounts
• Accessing tests assigned to a student
• Incorrect or missing student information
• Access to the MSAA Test Administration Training for TAs and TCs
• Converting a PDF file to JPEG format for the writing prompts
• Accessing assessment features or a paper accommodation | **When contacting the MSAA Service Center,** please be prepared to provide as much detail as possible about the issue and the system on which it occurred. Include the following:
1. Your **contact information** (name, state, district, school, phone number, and email address)
2. **Student name**, if applicable, and state ID number when calling or using live chat (Do not provide student name when emailing an inquiry)
3. Any **error messages** that appeared
4. **Operating system** and **browser information** |

Test Coordinators: Contact your <u>State MSAA Coordinator</u> when…

| **You do not have the necessary MSAA System permissions to make your requested change.** For example,
• You need to be assigned to a different (or additional) school or district
• You do not have visibility to the appropriate Orgs (Districts/Schools)
• A new student joins your school and needs to be added to the system
• The wrong name is associated with your email address
• A test grade change occurs and a student needs a new test assignment | **You have test administration or policy questions regarding:**
• Scoring procedures for constructed-response items
• Recording student responses into the MSAA Online Assessment System
• Clarifying requirements of various item types
• Clarifying administration requirements
• Describing how to access assessment features or accommodations |

Additional Support

For additional support or questions about this document, please contact the MSAA Service Center:

Phone: (866) 834-8879

Email: MSAAServiceCenter@cognia.org

Live Chat: www.msaaassessment.org Link at the bottom of the MSAA System Dashboard

What Is the MSAA Online Assessment System?

The MSAA Online Assessment System is the system used to administer the Multi-State Alternate Assessment to participating students.

MSAA Online Assessment System Website

You can access the system using the following link: www.msaaassessment.org.

Terms and Acronyms

Table 1 provides a summary of terms with the associated acronyms used frequently in this and other documents needed for test administration.

Table 1. MSAA Terms and Acronyms

Term	Acronym
Assistive Technology	AT
Augmentative and Alternative Communication	AAC
Constructed-Response	CR
Directions for Test Administration	DTA
English Language Arts	ELA
Early Stopping Rule	ESR
Individualized Education Program	IEP
Learner Characteristics Inventory	LCI
Multi-State Alternate Assessment	MSAA
Selected-Response	SR
Student Response Check	SRC
Test Administration Manual	TAM
Test Administrator	TA
Test Coordinator	TC

In the event that test administration is impacted by COVID-19, please refer back to state-specific guidelines provided by your State Educational Agency (SEA). If you have any questions, refer back to the State MSAA Coordinators Contact Information on page 1 of the *Test Administration Manual*.

How to Access the MSAA Online Assessment System

This section prepares you to access the MSAA Online Assessment System for the first time.
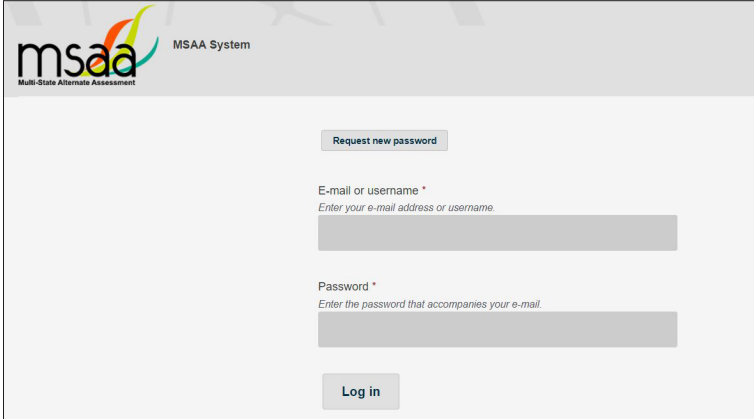
Receiving Your Welcome Email

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

From: MSAAServiceCenter@cognia.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**.

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 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.
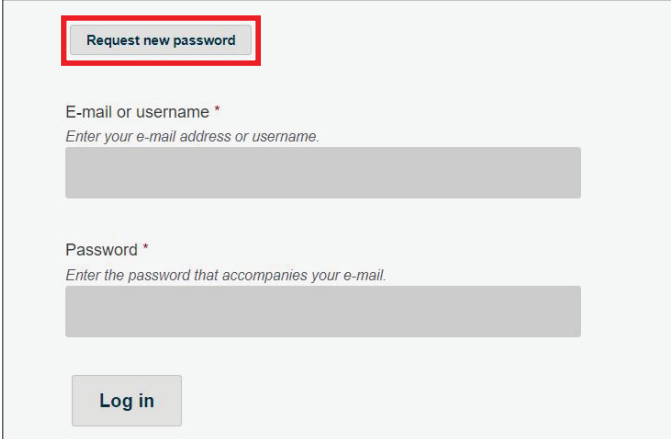
NEW! MSAA has developed a Test Security Agreement that will now appear for all TC and TA users upon initial login to the MSAA System. TCs and TAs will be presented the Test Security Agreement in a pop-up and will have the option to Agree or Cancel. If agreed to, TCs and TAs will have full access to all pages of the MSAA System assigned to their user role. In addition, users' profiles will also be updated to capture acceptance of the Test Security Agreement and no further action will be needed. If users cancel out of the Test Security Agreement, access will be restricted to the Dashboard and Sample Items pages of the MSAA System, and users will be presented with the Test Security Agreement prompt upon subsequent logins until agreed to.

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:
   - select **Request New Password** from the Log In screen
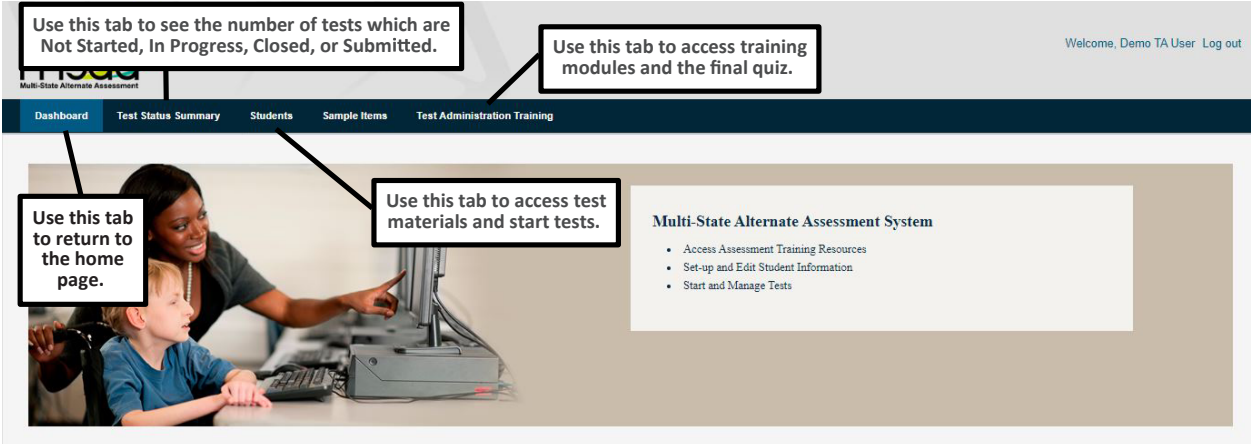
   - follow the onscreen instructions; you will receive a password reset link via email

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.

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.
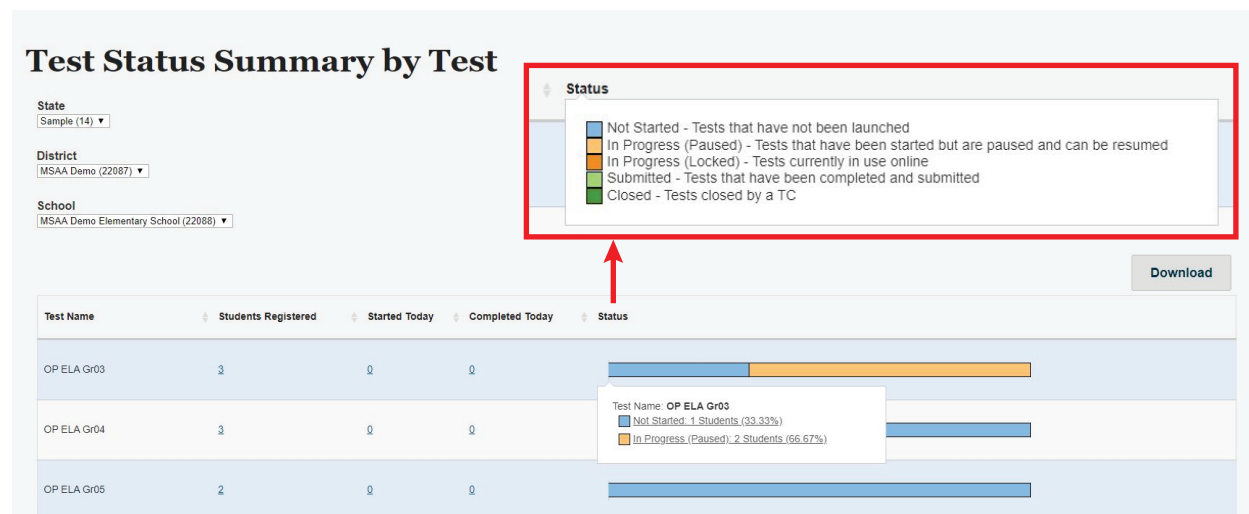
The Test Status Summary page has been updated to include both numerical and graphical representation of testing progress throughout test administration. The following statuses are provided:

- Students Registered
- Started Today
- Completed Today
- Status – which will further provide the total breakdown of every test status: not started, In Progress (Paused), In Progress (Locked), Submitted, and Closed

All headers can be hovered on for an explanation of the data being provided. Under each status, links will be provided allowing you to drill down to the "Test Status Details," which will provide the respective student and org information. The Test Status Details report is shown on the following page.

Test Status Details

Organization NVDistrict-QA (15)

<div style="text-align: right;">Download</div>

School	Classroom	First Name	Last Name	Student ID (state-issued)	Test Name	Test Status	Started Today	Completed Today
NVSchool1		TestStudent	Five	123460	OP Math Gr04	Not Started	No	No
NVSchool1		TestStudent	Five	123460	OP ELA Gr04	Submitted	No	No
NVSchool1		TestStudent	Four	123459	OP ELA Gr03	Closed	No	No
NVSchool1		First	Last 29926	20192019	OP Math Gr11	Not Started	No	No
NVSchool1		First	Last 29926	20192019	OP ELA Gr11	Not Started	No	No
NVSchool1		NVStudent1	NVStudent1	02	OP Math Gr03	Not Started	No	No
NVSchool1		NVStudent1	NVStudent1	02	OP ELA Gr03	In Progress (Locked)	No	No
NVSchool1		NVStudent2	NVStudent2	03	OP Math Gr03	In Progress (Paused)	No	No
NVSchool1		NVStudent2	NVStudent2	03	OP ELA Gr03	Not Started	No	No

Both the Test Status Summary and Test Status Details are available for download and will export into Excel. Please note that if you are downloading from the Test Status Summary page, the data will be numerically represented.

Test Status Summary Export

Click **Test Status Summary** in the dashboard.
Click **Download**. **Test Status Summary by Test** **State** Sample (14) ▼ **District** MSAA Demo (22087) ▼ **School** MSAA Demo Elementary School (22088) ▼ **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, Learner Characteristics Inventory [LCI], accommodations, and Student Response Check [SRC]), access test materials (e.g., the Directions for Test Administration [DTA]), and start/resume the student tests.

Student's school or classroom

Student's name and profile grade

Test Grade and Form

TA who has the test in its current status

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

Menu of actions available for the test

Go to Student Profile

Start Test

Open Test in PDF

Directions for Test Administration

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

Sample Items and Best Practice Videos

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 www.msaaassessment.org under Resources.

To access the DTAs for the sample items, click on the link as shown here.	
To view the sample items online: ➢ Click on **Actions** ➢ Select **Start Test** To print the sample items: ➢ Click on **Actions** ➢ Select **Download PDF**	

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.

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 & Exit." You will be redirected to the training page.

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

When you **Submit** 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. Click **OK** to return to the Dashboard.	**Test Administration Training Quiz Scores** **86%** Correct Responses. **Congratulations! You passed the Test Administration quiz!** **OK**
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. Click **OK** to return to the main Training page to review the modules again and retake the final quiz.	**45% Correct Responses.** **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.**

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.

In **Students**, find the student in the list and click on the **Student ID number**.	<table><tr><td>Student ID (system-generated)</td><td>Student ID (state-issued)</td><td>Organization</td><td>Student Information</td></tr><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></table>
The **Demographics** tab displays the demographic information for the student. TAs cannot change any demographic information in the **Demographics** tab. TAs should confirm the student's grade level. If you have any questions, contact your TC.	Student ID * 101015 First Name * Joseph Last Name * Luat Gender (optional) ○ Male ○ Female ○ Not selected Date of Birth * Nov ▼ 9 ▼ 2016 ▼ Current Grade * 3 ▼ State Sample ▼ District Example District ▼ School Example School ▼ Classroom Meyer_Evan ▼
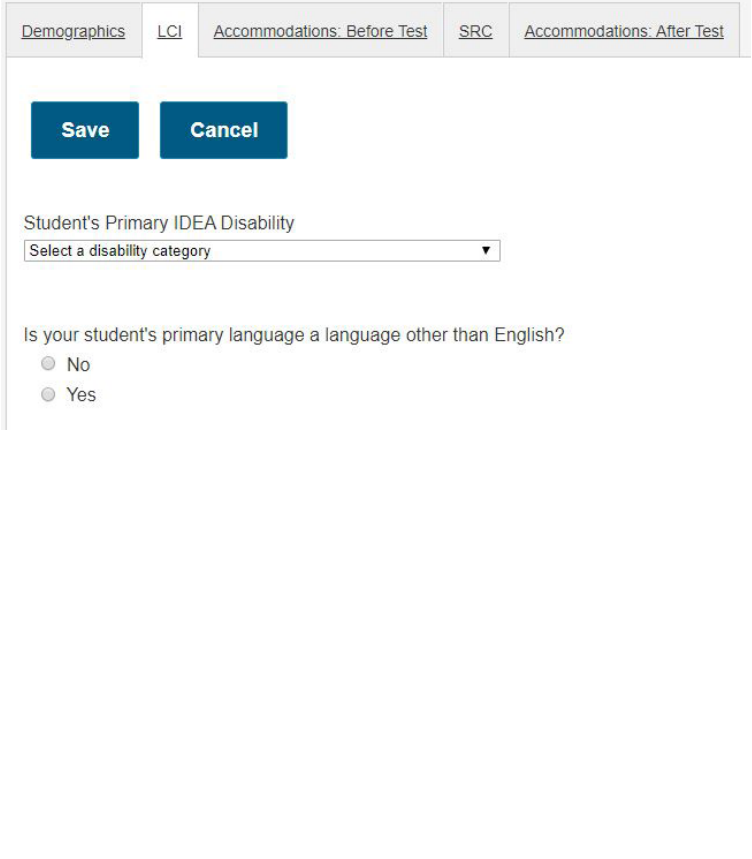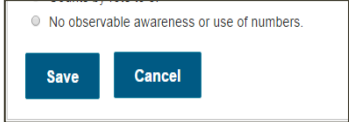
Step 4: How to Update Student Grade Assignment

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.

Click on the LCI tab and answer the questions by selecting the options that best describe the student. Please preview the LCI questions before answering them, so you may obtain information from school records if necessary, prior to completing the LCI. ➢ All fields are required. You must enter a selection for each topic. ➢ Only one response per topic is allowed. ➢ **Note:** 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.	 Demographics | LCI | Accommodations: Before Test | SRC | Accommodations: After Test Save Cancel Student's Primary IDEA Disability Select a disability category ▼ Is your student's primary language a language other than English? ○ No ○ Yes
After you have completed the tab, click the **Save** button at the bottom of the screen. The system will provide confirmation that the updates have been saved.	 ○ No observable awareness or use of numbers. Save Cancel

Step 6: Accommodations: Before Test

The **Accommodations: Before Test** tab MUST be completed before you start the student test. **Note:** All accommodations documented in the student's IEP should be selected If the student does not need any accommodations, please select the last option: "Check this box if the student does not need any accommodations."	

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. These are not sample items.

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.
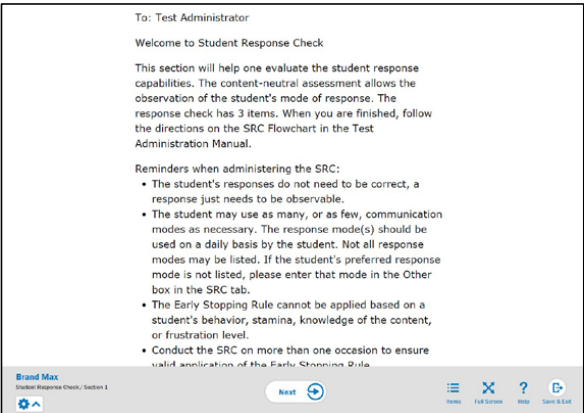
Reminders for applying the ESR:

- 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 43 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 any content area is "not started."
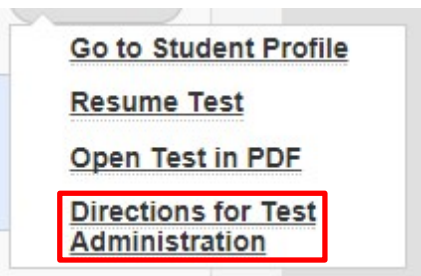
Figure 1: The Student Response Check (SRC) Flowchart: When to Apply the ESR

START HERE: Does the student use one or more of the following modes of communication consistently?
• Mouse and computer
• Verbal response to test item
• Touch screen
• Gesture/point
• Circle response on the paper version of the Test
• Clock scanner with a switch
• Scanning device
• Eye gaze
• Other specify

YES →

STOP. You do not need to administer the SRC. Select all response mode(s) that the student will use during testing in the SRC tab.

NO ↓

Administer the SRC using the modes of communication that the student is familiar with. Use either the paper or computer version of the SRC. All modes of communication used regularly by the student may be used at the same time.

Did the student demonstrate an *observable response?

NO →

Open the student's ELA and/or Mathematics Test from the *Actions* button on the Students page. Administer the first four test items of either or both tests.

Did the student demonstrate an *observable response?

NO →

STOP. 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. **Only TCs may apply the Early Stopping Rule and close the test.**

NOTE: *The TA completes the SRC by checking "Other" and stating "No Response" in addition to providing a <u>brief</u> explanation.*

NOTE: *Once the Early Stopping Rule is determined appropriate, the TC must close tests from <u>ALL</u> content areas.*

YES ↓   **YES** ↓

CONTINUE to administer the MSAA tests in all content areas. The test can no longer be closed due to the ESR.

*An observable response is defined as a predictable and consistent behavior or movement that is able to be understood by a communication partner as intentional communication (page 14).

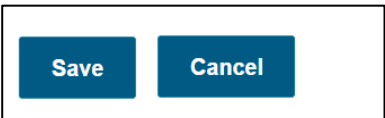|	
In the **Student Profile**, click on the **SRC** tab.	Demographics LCI Accommodations: Before Test SRC Accommodations: After Test
Conduct the SRC by: • Using Computer Student Response Check OR • Using a paper version by clicking **Paper & Pencil Student Response Check**	**Start Computer Student Response Check** **Paper & Pencil Student Response Check**
Online Administration An introduction to the SRC with general directions about how to proceed will appear. Please refer to page 43 of the *Test Administration Manual* for instructions on administering the SRC.	To: Test Administrator Welcome to Student Response Check This section will help one evaluate the student response capabilities. The content-neutral assessment allows the observation of the student's mode of response. The response check has 3 items. When you are finished, follow the directions on the SRC Flowchart in the Test Administration Manual. 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. • The Early Stopping Rule cannot be applied based on a student's behavior, stamina, knowledge of the content, or frustration level. • Conduct the SRC on more than one occasion to ensure valid application of the Early Stopping Rule. Brand Max Student Response Check / Section 1 Next ⊕ Items Full Screen Help Save & Exit
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. Click **Save** at the bottom of the page. A confirmation that the information has been saved will be displayed.	**Save** **Cancel** **Please note:** 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. **Only TCs may apply the ESR and close the test.**

Step 8: Access Directions for Test Administration (DTA) REQUIRED

TA Directions – this option refers to the DTA.	
From the **Actions** button, select **Directions for Test Administration**. **Note:** You will need to have Adobe Reader installed on your computer or laptop in order to open the file.	Go to Student Profile Resume Test Open Test in PDF Directions for Test Administration

Confirm the student's name and grade. If the grade is incorrect, do not launch the test; instead contact your TC.	**Confirm Student** 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" **Student name** test1 student1 (101011) **Test name** OP Math Gr06 **Select test session** ☐ Session_1 ☐ Session_2A ☐ Session_2B ☐ Session_2C **Go Back** Download DTA
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. All adaptive versions of Session 2 are displayed. Select the test session you would like to download. Do not download all four DTA forms.	**Confirm Student** 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" **Student name** test1 student1 (101011) **Test name** OP Math Gr06 **Select test session** ☐ Session_1 ☐ Session_2A ☐ Session_2B ☐ Session_2C **Go Back** Download DTA
Click **Download DTA** and the PDF files you selected will download.	**Confirm Student** 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" **Student name** test1 student1 (101011) **Test name** OP Math Gr06 **Select test session** ☐ Session_1 ☐ Session_2A ☐ Session_2B ☐ Session_2C **Go Back** Download DTA

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.

Locked Test

Since MSAA is a one on one assessment, the MSAA Online Assessment System only allows a user to have one test open at a time, locking tests once launched and in the "In Progress" status. 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. If a student's test is in progress with another TA, then you will not be able to launch that student's test until it is paused by the TA who has it active (in progress). To determine the status of a student's test, go to Students page and look under "Test Status" column. All statuses, with the exception of "Not Started" will have the respective user's name listed in the subsequent "Test Administrator" column. If a student's test is showing as "In Progress" with you, but you are not currently testing the student, then the test is stuck in the locked status and you will need to contact the MSAA Service Center for assistance with getting it unlocked. This happens when the Save & Exit button was not used to exit the test (e.g. power outage, computer rebooted, closing your browser, etc.) and will require the MSAA Service Center to unlock it for you.

Table 2 below should help further assist you in identifying your next course of action.

Table 2. Locked Test Instructions

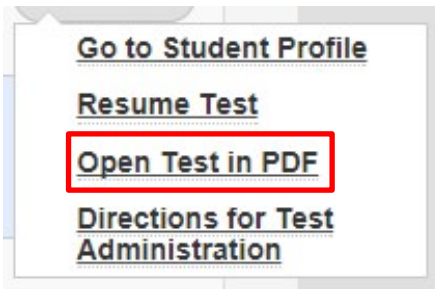| Scenario	Response
TA has one student's test open but wants to launch another test for another student	TA should pause first student's test by clicking on "Save & Exit" in the test navigation, then launch the other student's test via the Students page
TA goes to launch a student's test but sees the test is "In Progress with" another TA when on the Students page and the Start Test option is not present in Actions dropdown	Contact the TA that test is showing as "In Progress with" and have them pause the test. If the TA is not currently testing the student contact the MSAA Service Center*
TA goes to launch a student's test but sees the test is "In Progress with" them when on the Students page and the Start Test or Resume Test options are not present in the Actions dropdown	TA should contact the MSAA Service Center for assistance with unlocking the test*

*When contacting the MSAA Service Center for unlocking a test, please have the SSID/Org ID and the reason the test was locked (for tracking purposes) available. The unlocking process is immediate and can be done while the student is with you.

Print Test

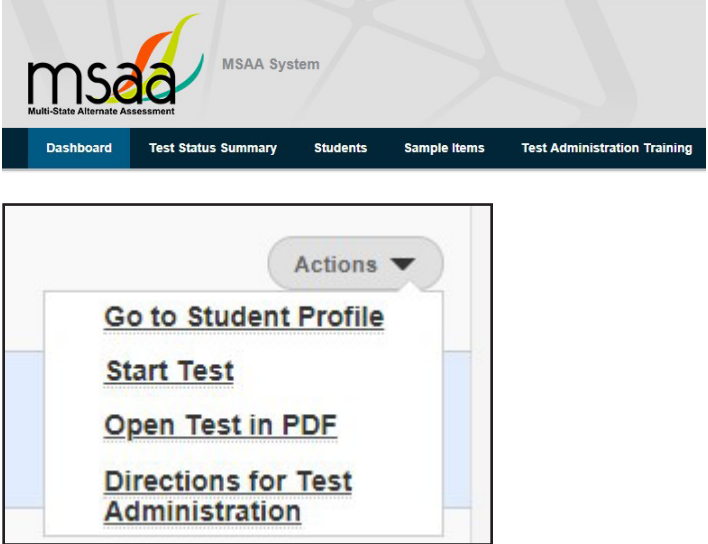|	
Note: The MSAA Online Assessment System does not allow you to access the test materials unless you have completed the Test Administration Training and passed the end-of-training final quiz.	
Students using a paper version must have this accommodation in their IEP, consistent with state policy. Select **Open Test in PDF** from the **Actions** button. Verify the student name and test grade.	Go to Student Profile Resume Test Open Test in PDF Directions for Test Administration
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

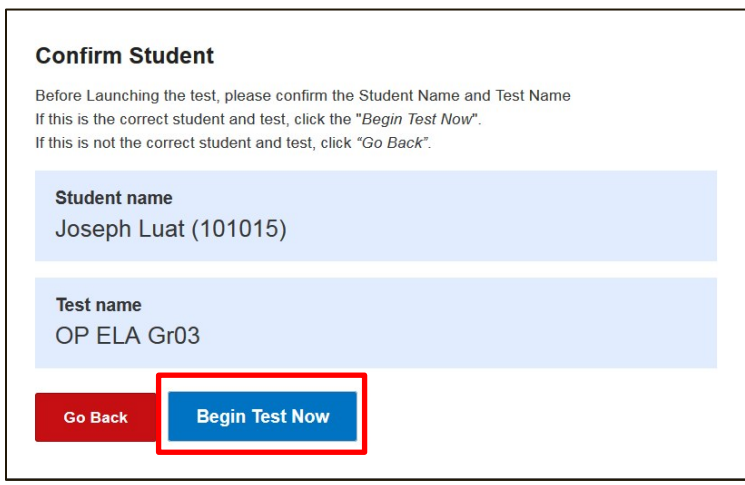|	
Select the test session you would like to download. Please note that all adaptive versions of Session 2 are displayed. **Do not download all three Session 2 Forms.** Based on performance in Session 1, students will be assigned to one of three versions (A, B, or C) of Session 2. The second session will consist of items at complexity levels that are more closely aligned to the student's current abilities. Click **Download Paper Test** and the PDF file you selected will download.	**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 [Go Back] [Download Paper Test]
The PDF document will open and can be printed.	
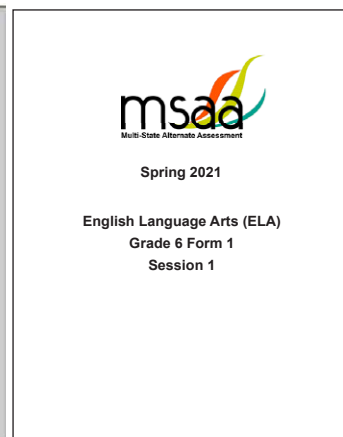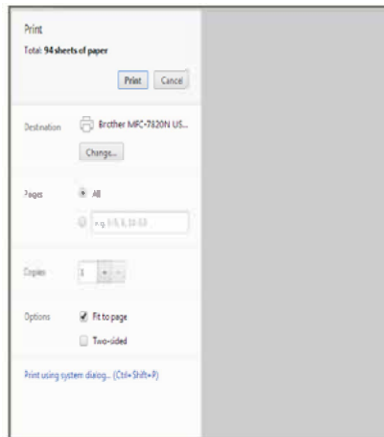
Navigating the Online Test

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.

To start the test: • Click on **Students** from the navigation panel. • Locate the student in the list and click on **Actions/Start Test**.	
• Confirm the student name and test grade are correct. • If the student and test grade are correct, select the **Begin Test Now** button. • If the wrong student test was selected, click the **Go Back** button to return to the **Students** page. Repeat the process to find the correct student. • If the student's test grade is incorrect, contact your TC.	

How to Use the Toolbar Buttons

The toolbar located at the very bottom of the item displays these buttons (left to right):

➤ Student Name
➤ Name of Test/Session/Current Item # out of total # of items
➤ **Previous** – moves back one screen
➤ **Next** – moves forward one screen
➤ **Read Again** – returns to first screen of item or passage
➤ **Upload Evidence** – upload images of student work, only available on constructed-response writing items
➤ **Bookmark** – marks an item to be reviewed at a later time
➤ **Items List** – an item summary page showing answered and unanswered items
➤ **Full Screen** – full-screen mode
➤ **Help** – brings up MSAA Service Center contact information
➤ **Save & Exit** – saves the test and exits out of the test (test may be resumed later)

Previous and Next – Moves you sequentially through the questions and the test. The item count section below these buttons will change based on where the student is in the test.	
Read Again: Audio Player Tool – Provides a student using the Audio Player Tool the opportunity to hear the item read again. If the audio player is not enabled, this button will display the first screen of the item or passage.	
Upload Evidence – Uploads images of student work and only appears on the Toolbar for constructed-response writing items.	

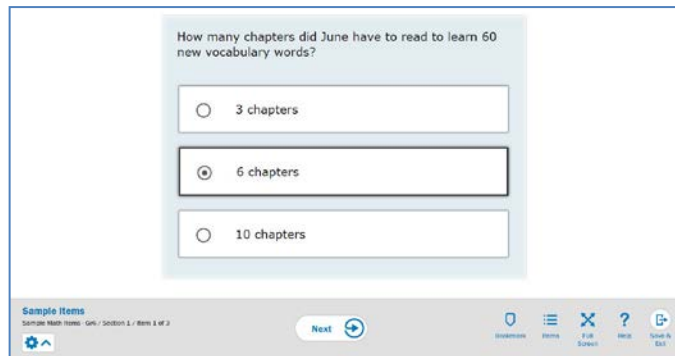|	
Item List – Provides a summary of the questions and whether or not they have been answered and/or bookmarked for review. Click on the Item # in the **Items** column to go directly to the item or click on **Read Again** to go to the ELA passage associated with the item.	**2 of 6** items answered for Session 1 | Uploaded Files	ITEMS	BOOKMARK	ANSWER STATUS	PASSAGES
---	---	---	---	---
1	Item 1	🛡	NOT ANSWERED ⚠	Read Again
2	Item 2	🛡	Answered	
2	Item 3	🛡	Answered	
1	Item 4	🛡	NOT ANSWERED ⚠	
3	Item 5	🛡	NOT ANSWERED ⚠	
5	Item 6	🛡	NOT ANSWERED ⚠	Read Again
10	Item 7	🛡	Answered	
2	Item 8	🛡	NOT ANSWERED ⚠	
1	Item 9	🛡	Answered	Read Again
4	Item 10	🛡	Answered		 Math Grade 3 / Session 1 / Item 1 of 10
Full Screen – Provides full-screen mode for viewing the item and is highly recommended. In full-screen mode, no Internet tabs or address bars are visible. Click the toggle button again to exit full-screen mode.	
Help – Provides the Service Center phone number should you experience technical difficulties and/or need assistance.	

Answer a Question –
Each answer option will have a button on the left side. To answer a question:

➢ Click anywhere in the white area by the answer option, or click directly in the button next to the answer option.
➢ To change an answer, click in another answer tile or button.
➢ Select the **Next** button to move on to the next item in the test.
➢ Responses are automatically saved when the **Next** or **Previous** buttons are clicked.
➢ Items can be left blank. Click **Next** or **Previous** to proceed through the test.

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.
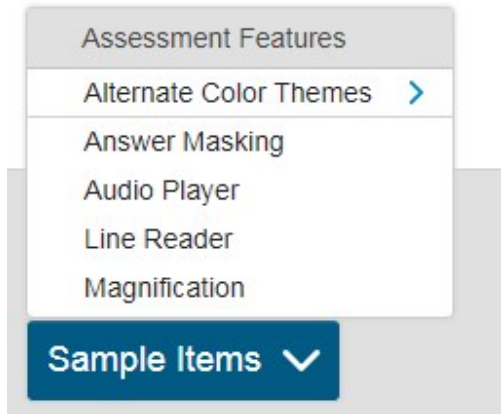
When **Alternate Color Themes** is clicked, a new menu appears with the different color theme options. Select an option by clicking on it. You will see a checkmark by the selected theme.	
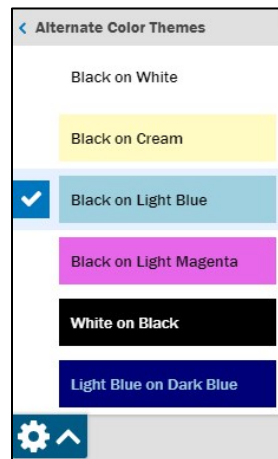
When you select a new theme, the background color and font color change the text provided in the online test.

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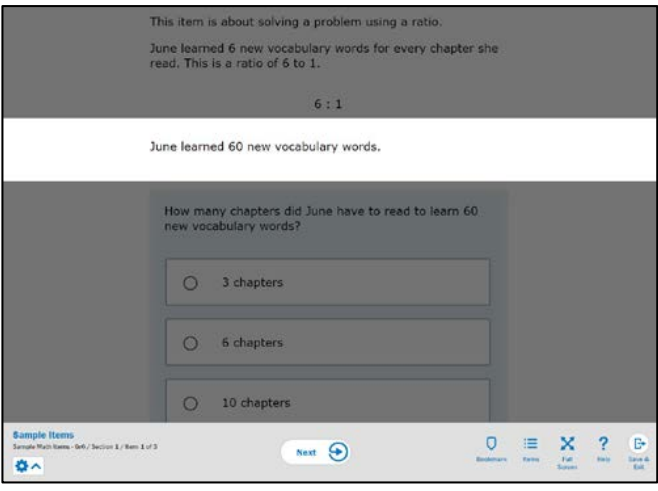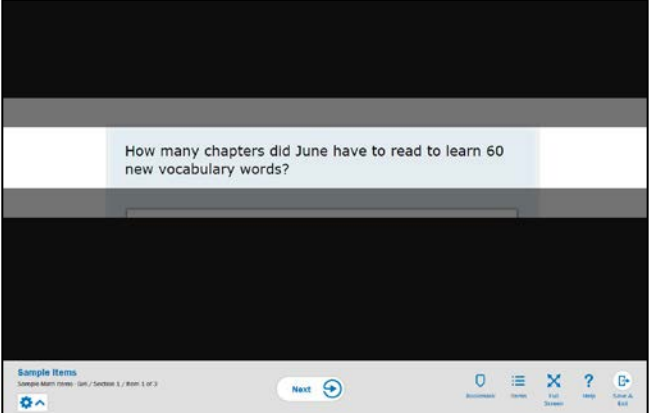
Audio Player
Text is read aloud digitally to the student. The Audio Player tool reads each line automatically but can be paused, resumed, and made to repeat segments.

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.

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

Starting, Pausing, Resuming, Closing, and Submitting Tests
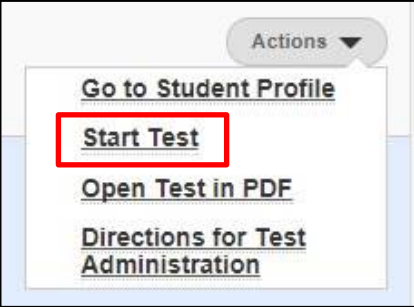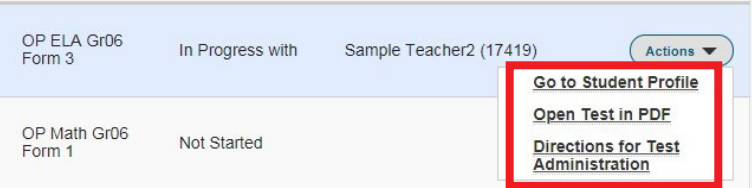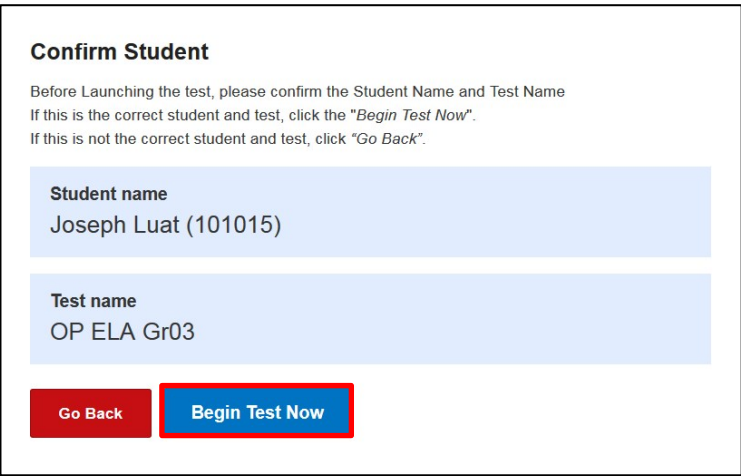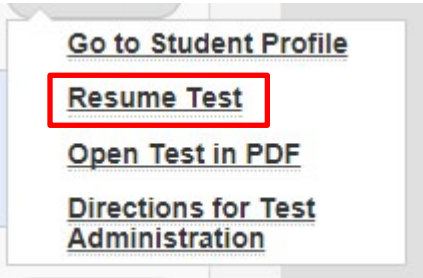
How to Start a Test

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.
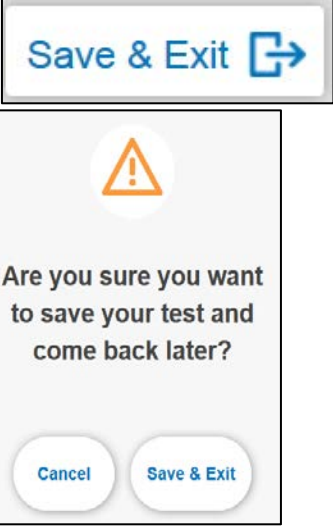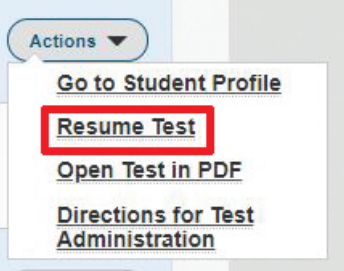
Start Test Warnings/Messages:

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.
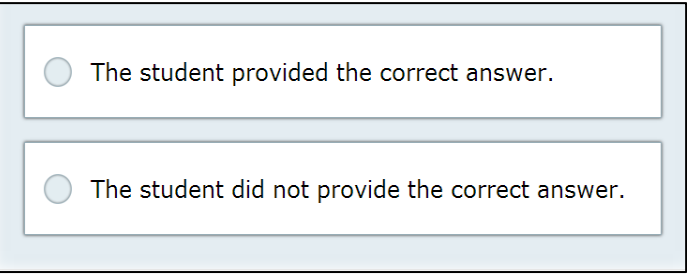
From **Students**, locate the student test you wish to start and click the **Actions** button, then **Start Test**. The **Start Test** option will appear on the drop-down menu only if the test has not been started. If the test has been started and is currently Paused, this option will change to **Resume Test**.	
If the test is currently being administered, then neither **Start Test** nor **Resume Test** will appear in the **Actions** menu, and the test will show as **In Progress**.	
If all requirements have been met, a window with the student and test information displays. Confirm it is the correct student/test and click **Begin Test Now**. If the test is not currently being administered and **Resume Test** does not appear, refer to the instructions for unlocking tests on page 19.	
Resume Test Click on **Actions**. Select **Resume Test**. 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.	

How to Pause and Resume a Test

To pause a test, click **Save & Exit** in the Navigation Toolbar. A prompt window will ask you to confirm you want to save and exit the test.	Save & Exit ⇥ ⚠ Are you sure you want to save your test and come back later? Cancel Save & Exit
When you click **Resume Test**, the test will resume at the item you exited from. Contact the service center if the Resume Test option is not available.	Actions ▼ Go to Student Profile Resume Test Open Test in PDF Directions for Test Administration

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.

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.	○ The student provided the correct answer. ○ The student did not provide the correct answer.

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. Please note, for scoring purposes, only five simultaneous uploads are possible. Only the final writing prompt needs to be uploaded, please see TA Training Module 4 for additional details.
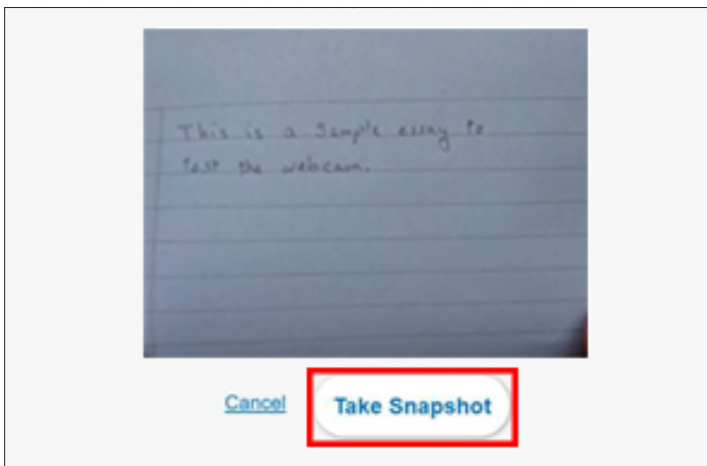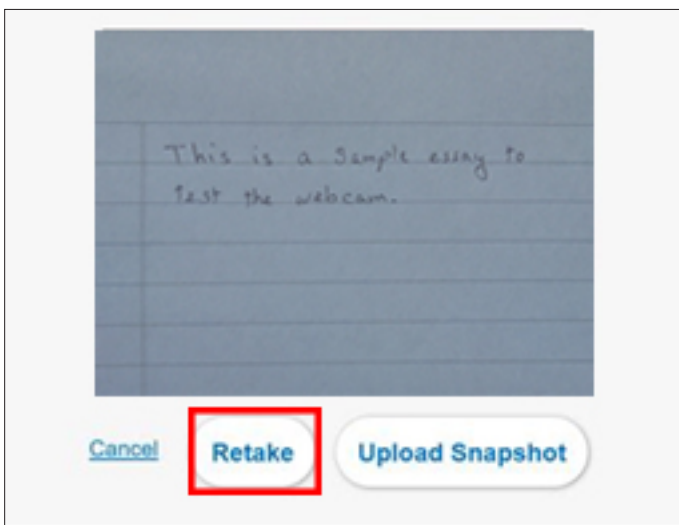
It is important to upload the evidence before the session is submitted. Once the session is submitted, you cannot get back to that item to upload evidence.

Capture Evidence Using Webcam

When you are administering the writing item, the **Upload Evidence** button will become available. Click on this button to begin the evidence upload process.	

Select the **Use WebCam** button.	
The screen will provide a window that will display the student's work you place in front of your computer's webcam. Position the camera or document in a way in which the evidence can be clearly seen. When ready, click the **Take Snapshot** button.	
The screen will display the "photo" of the evidence. If you are not satisfied with the captured image, click the **Retake** button and repeat the process. **Note:** Do not include the student or the TA in the picture, drafts, or pictures of communication boards/devices.	

If the image is acceptable, click the **Upload** button. A confirmation message will appear if the file was uploaded successfully. Click **OK**.	You have successfully uploaded your webcam snapshot. Click OK to return to the main Evidence Upload screen or you can take another snap shot. **Take Another Snapshot** **OK**
You will be returned to the **Uploaded Evidence** screen, and the multiple student files you uploaded will now be listed. These files can be reviewed, replaced, or deleted.	**Uploaded Evidence** ✕ **15** files uploaded + Add Evidence ▸ ELA_2016…5..jpg – uploaded 1 min ago Delete Replace ▸ ELA_2016…6..jpg – uploaded 15 mins ago Delete Replace ▸ ELA_2016…7.jpg – uploaded 1 day ago Delete Replace ▸ ELA_2016…8.jpg – uploaded 1 week ago Delete Replace ▸ ELA_2016…9..jpg – uploaded 2 weeks ago Delete Replace ▾ ELA_2016…10..jpg – uploaded 10/01/2016 Delete Replace
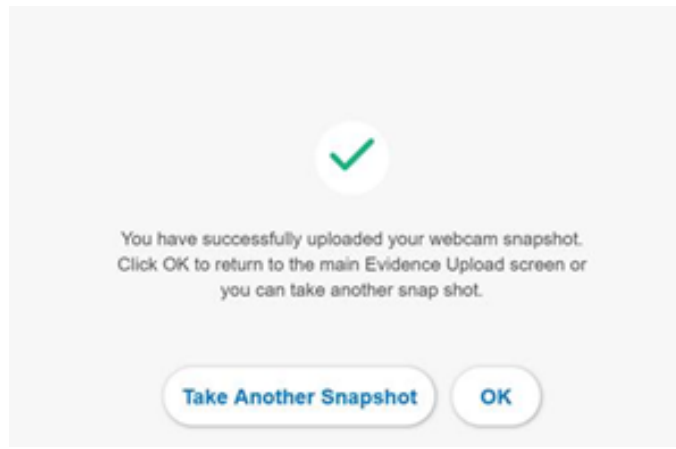
How to Capture Evidence if You Don't Have a Webcam

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 <u>not</u> 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.

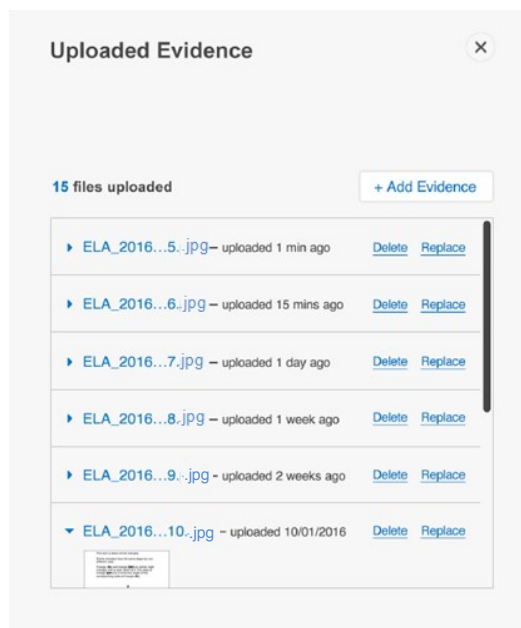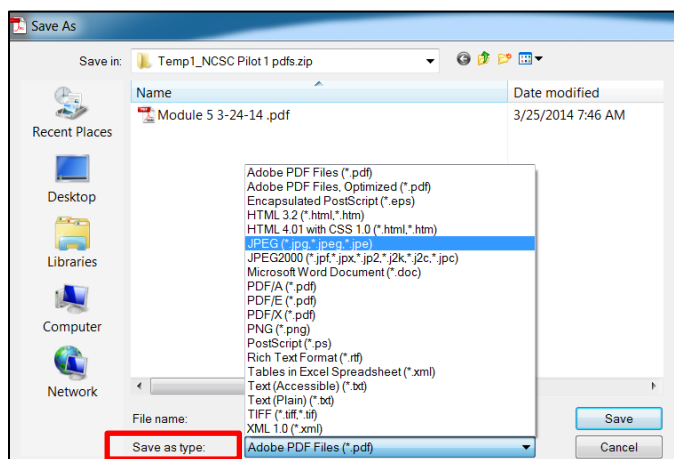|	
When you are administering the writing items, the **Upload Evidence** button will become available. Click on this button to begin the evidence upload process.	
A pop-up window provides you with two options to capture evidence. Select the **Attach File** button for scanned documents.	
A file upload prompt will appear. Click **Choose Files** or drag and drop evidence files into the **Upload File(s)** prompt.	
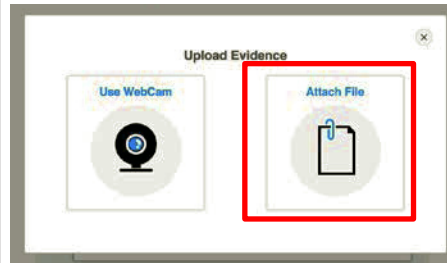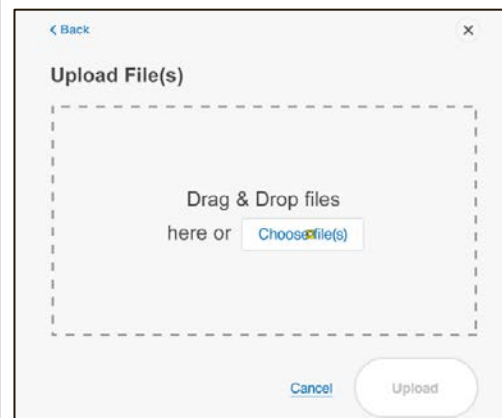
Select the file(s) that contain the scanned image, and click **Open**.
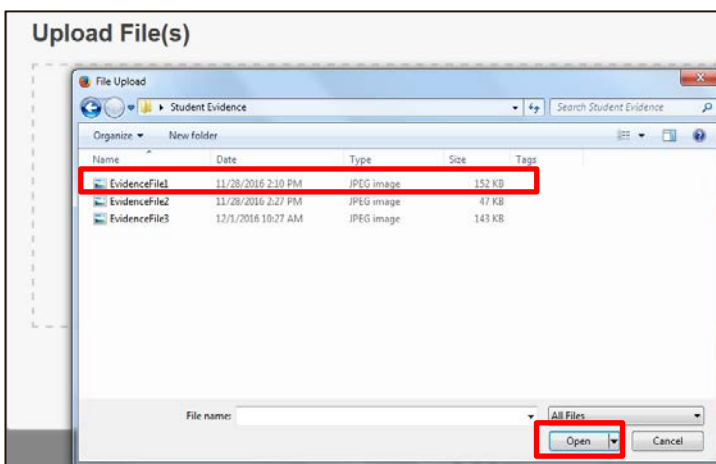
The file names will display in the upload prompt and can be viewed by clicking the file name. Click the **Upload** button when you are ready.	
The system will provide you with a confirmation of successful upload. Click **OK**.	
You will return to the **Uploaded Evidence** screen, and the files you uploaded will now be listed. These files can be reviewed, replaced, or deleted.	
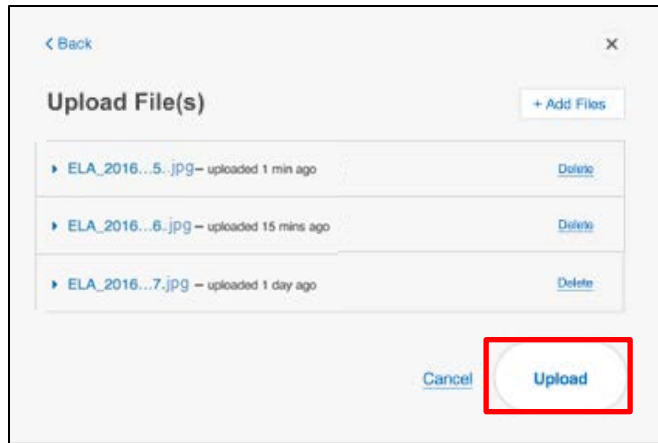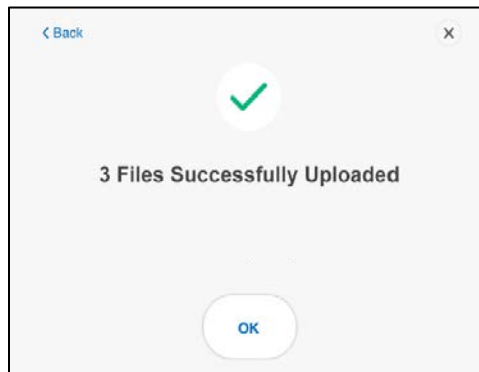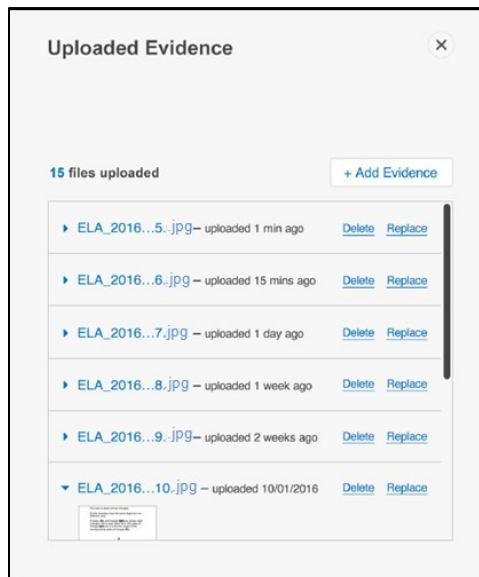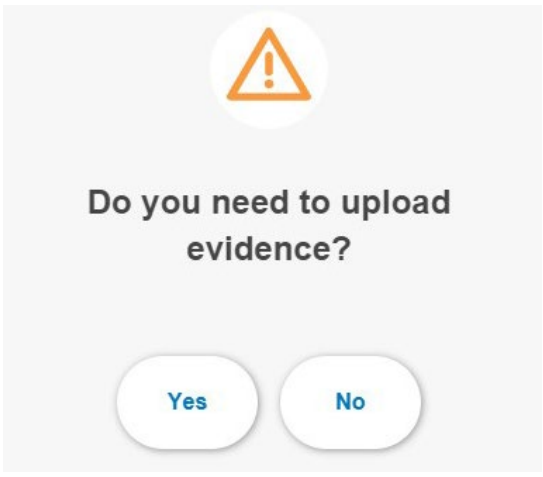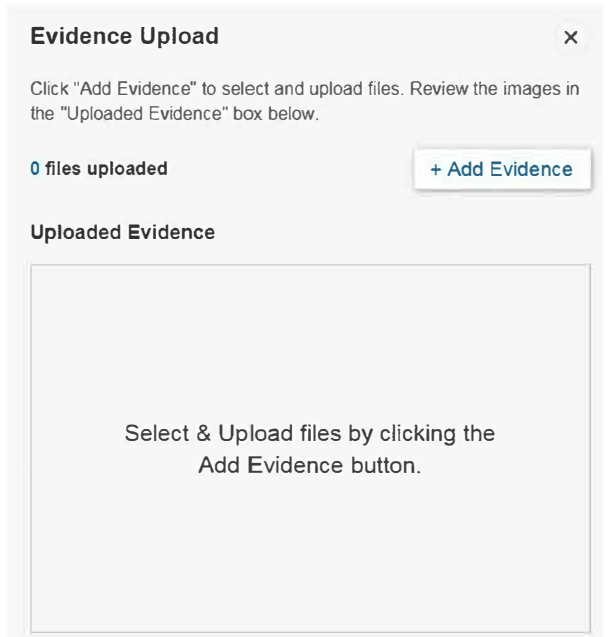
Writing Prompt Evidence Reminder

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

The user can view the evidence uploaded in the navigation bar. If no evidence has been uploaded, a zero will display in the parenthesis.	⬆️ (0) Upload Evidence
If no evidence has been uploaded, when the user clicks "Next", a prompt will display asking the user "Do you need to upload evidence?"	⚠️ **Do you need to upload evidence?** Yes No
If the user selects "Yes", the user will be taken directly to the evidence upload modal.	**Evidence Upload** ✕ Click "Add Evidence" to select and upload files. Review the images in the "Uploaded Evidence" box below. 0 files uploaded + Add Evidence **Uploaded Evidence** Select & Upload files by clicking the Add Evidence button.

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 MSAA System or the student evidence has been uploaded.

Should you choose to proceed with the test by clicking the **Submit Session** button, you will be asked to confirm that you wish to submit the session for scoring. If you have made an error by selecting this option, click **Cancel** to return to the session that just ended.	⚠️ **Are You Sure?** You will not be able to come back to the current session once you move on to the next one. **Cancel** **Finish Session**
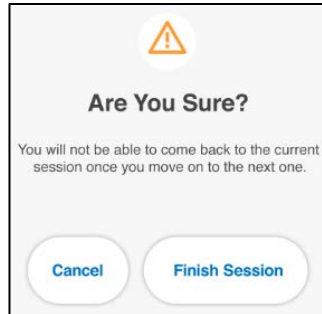
How to Submit a Test

When you have reached the end-of-session page for the <u>last</u> session in the test you have three options: 1. **Review Current Session** will allow you to go back and review items in the session. 2. **Submit Session** will complete the session and submit the entire test for scoring. 3. **Save & Exit** allows you to pause the test and come back later. If you and the student are ready to complete and submit the test for scoring, click the **Submit My Test** button.	⚠️ **You have reached the end of your session** SESSION 1 **25/25** Answered What would you like to do? **Review Current Session** **Submit Session** **Save & Exit**
You will receive a Congratulations message that the end of the test has been reached and it is now ready to submit. Click the **Submit** button. 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 **Students**.	**Congratulations!** You have reached the end of this test. Please click **Submit** to submit your responses. Submit 🔲
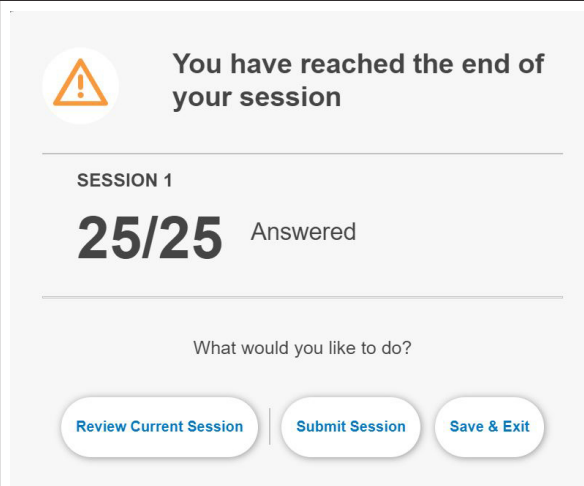
Click **OK**. The student's test has now been submitted, and you will be returned to the **Students** page. The test is now considered complete.	Thank you. ✓ This test has been submitted. You will not be able to resume. **OK**

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 14, 2021, at 8:00 pm Eastern Time or they will not be scored.

How and When to Close a Test

Review Appendix E 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.

In **Students**, find the student in the list and click on his or her Student ID number.	**Students** Organization BT School (21) ▾ Search all columns **Go** **Clear Filters** | Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information
5	101011	BT School	test1 student1 Grade 6
5	101011	BT School	test1 student1 Grade 6	
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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 * 99069621 First Name * Kaitlin Middle Zanis

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.
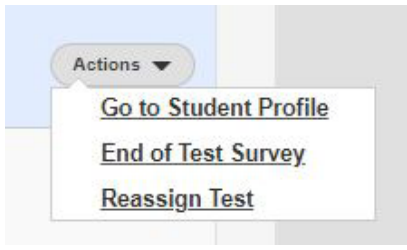
Click **Save**. The system will display a confirmation about the update on the top of the page.	**Updated Kaitlin Jahnke (4)** **Kaitlin Jahnke (4)**

End-of-Test Survey

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

In Students, when the test status for all tests are submitted or closed, click on **Actions** and select **End of Test Survey**.	

Disposing of Secure Test Materials

Unlike in previous years, materials ordered from Cognia will not be returned to Cognia. All printed or shipped secure materials (including shipped DTAs) must be securely shredded on site in all states. Likewise, all secure electronic materials must be permanently deleted.

> **In the event that test administration is impacted by COVID-19, please refer back to state-specific guidelines provided by your State Educational Agency (SEA). If you have any questions, refer back to the State MSAA Coordinators Contact Information on page 1 of the _Test Administration Manual_.**

Appendices

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 paper or hybrid administration is appropriate.

Accessibility Features: Computer, Laptop, or Tablet Administration	
Allowed Reading	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.
Alternate Color Theme Tool	The student or TA can change the onscreen background color and/or text color based on need or preference. The options are: • White background with black text • Light blue background with black text • Black background with white text • Cream background with black text • Light magenta background with black text • Dark blue background with light blue text
Alternative Text	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. *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.*
Answer Masking Tool	The embedded Answer Masking tool allows students and TAs to electronically cover and reveal individual answer options as needed.
Audio Player Tool	The embedded Audio Player reads each line automatically and can be paused, resumed, and made to repeat segments as needed.
Increase/ Decrease Size of Text and Graphics	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.
Increase Volume	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.
Line Reader Tool	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.
Magnification Tool	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.

	Accessibility Features: Computer, Laptop, or Tablet Administration (Cont.)
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 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 MSAA vocabulary lists 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 with a visual impairment/blindness or who 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 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.
Transcribe	Transcribing is the process of transferring a student's response into the MSAA system. The transcription entered into the system must be an exact replica of what is produced by the student. For more information on transcription versus the scribe accommodation, please contact your State MSAA Coordinator.

Accessibility Features: Paper Administration	
Allowed Reading	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.
Alternate Color Themes	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.
Alternative Text	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. *Alternative text is included in the DTA and should be read aloud by the TA as needed.*
Answer Masking	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.
Increase/Decrease Size of Text and Graphics	Paper versions of the Test can be projected by document projection devices or interactive white boards as needed by the student.
Increase Volume	TAs can adjust the volume of their voice as necessary.
Line Reader	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.
Magnification	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.

	Accessibility Features: Paper Administration (Cont.)
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 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 MSAA vocabulary lists 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 with a visual impairment/blindness or who 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 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.
Transcribe	Transcribing is the process of transferring a student's response into the MSAA system. The transcription entered into the system must be an exact replica of what is produced by the student. For more information on transcription versus the scribe accommodation, please contact your State MSAA Coordinator.

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. Windows Computer
b. Mac Computer
c. Chromebook
d. iPad Mini
e. iPad 2 or newer
f. Android Tablet
g. Windows Tablet

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 8.1 or newer
Mac (Apple OS X) Computer	Mac OS X 10.7 or newer
Chromebook	OS 60 or newer
Linux	Ubuntu 16.04.1, Fedora 22 or newer
iPad 2 or newer	iOS 9 or newer
Android Tablet	Android 5.1 or newer
Windows Tablet	Windows 8 or newer

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 www.whatsmybrowser.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. Below are the supported browser versions.

Browser	Version	To Install
Chrome	48–75+	www.google.com/chrome
Firefox	35–67+	www.mozilla.com
Internet Explorer & Edge	IE11+ | Edge 42–44+	Already installed on all Windows computers
Safari	8–12+	Already installed on all Mac computers

In the event that test administration is impacted by COVID-19, please refer back to state-specific guidelines provided by your State Educational Agency (SEA). If you have any questions, refer back to the State MSAA Coordinators Contact Information on page 1 of the *Test Administration Manual*.