



Test Administration Training for Test Coordinators

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Key Resources



Test Administration Manual
March 18–May 3, 2019

TAM

MSAA Online Assessment System User Guide for
Test Coordinators
March 18–May 3, 2019



TC User Guide

MSAA Online Assessment System User Guide for
Test Administrators
March 18–May 3, 2019



TA User Guide

1

Module 1

MSAA Overview

Pending

**TA Training Modules
TC Training Modules**

1

Video 1

How to Administer an Item

Pending

Best Practice Videos

MSAA Sample Items

Assessment

Sample Math Items - Gr3

Sample Math Items - Gr11

Sample Items
*(available nearly
year-round)*



Multi-State Alternate Assessment
Directions for Test Administration
Mathematics
Grade 3 Sample Items

DTAs

Agenda

- MSAA Overview
 - What is the MSAA?
 - Who should take the MSAA?
- Test Materials
- The MSAA System
 - Accessing the MSAA System
 - Training Requirements and Responsibilities
 - Navigating the MSAA System
 - Assessment Features
 - New for 2019
- Important Dates & Next Steps
- Q & A

MSAA Overview



Background and Purpose of the MSAA

Participation

- Grade-level content aligned to State Content Standards

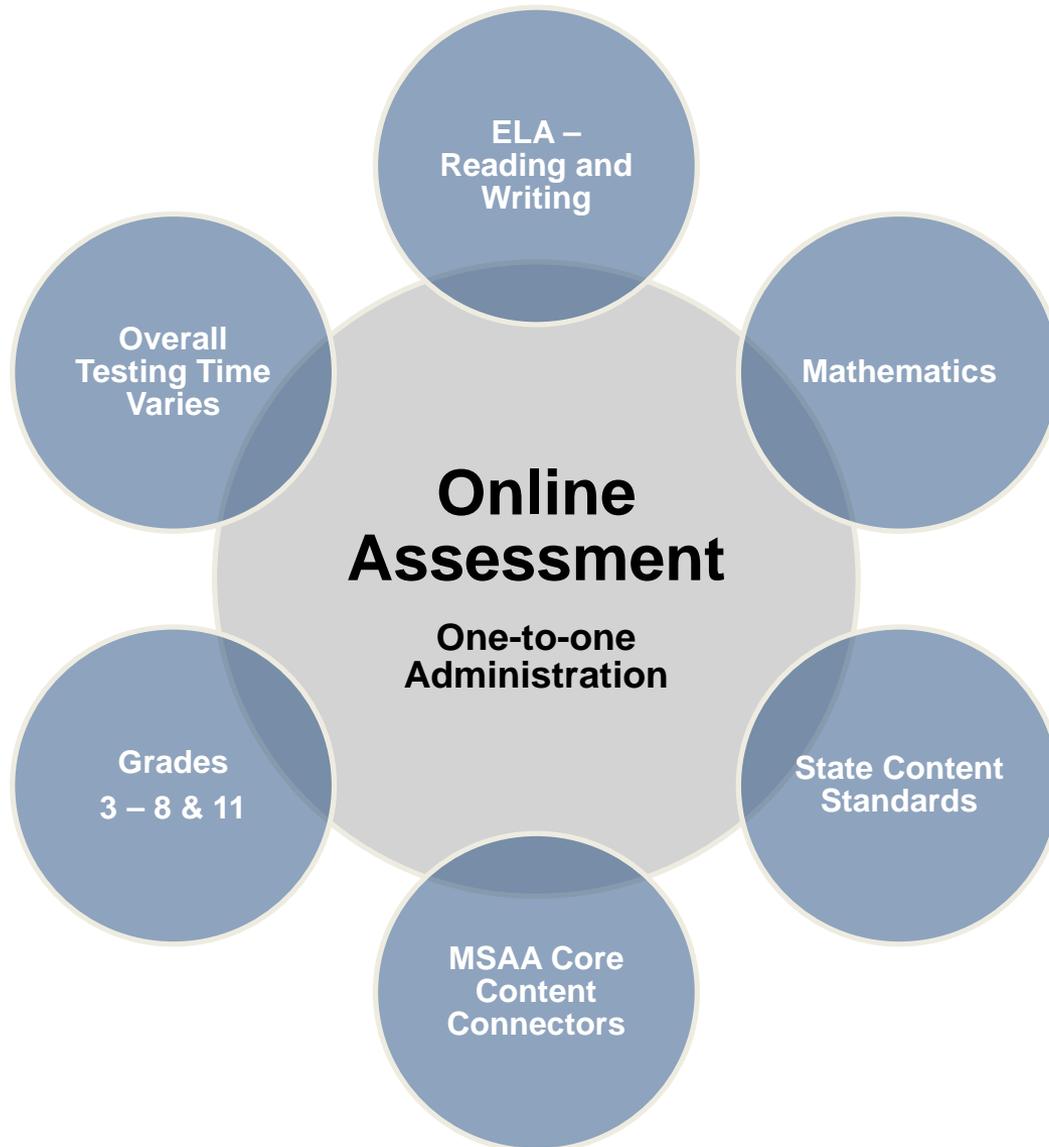
Achievement

- Higher academic outcomes
- Prepared for post-secondary options

Accountability

- Every Student Succeeds Act (**ESSA**)
- Individuals with Disabilities Education Act (**IDEA**)

Test Overview & Design



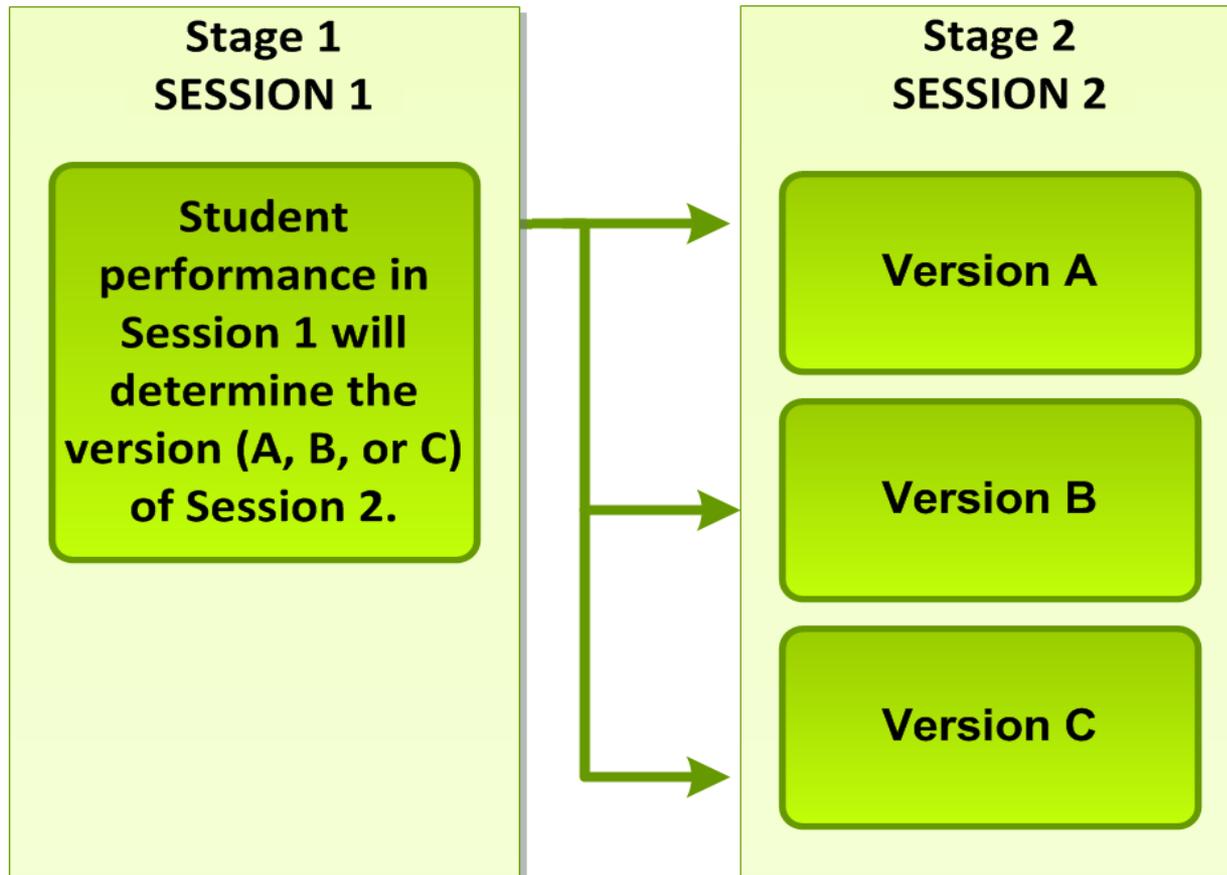
Test Overview & Design

- Administered 1:1
- By a trained Test Administrator
- Formats
 - Computer-based format
 - Paper-based format
 - Downloaded from MSAA System
 - Test administrator enters student responses in MSAA System
 - Same assessment; the format is determined by what is appropriate for student.

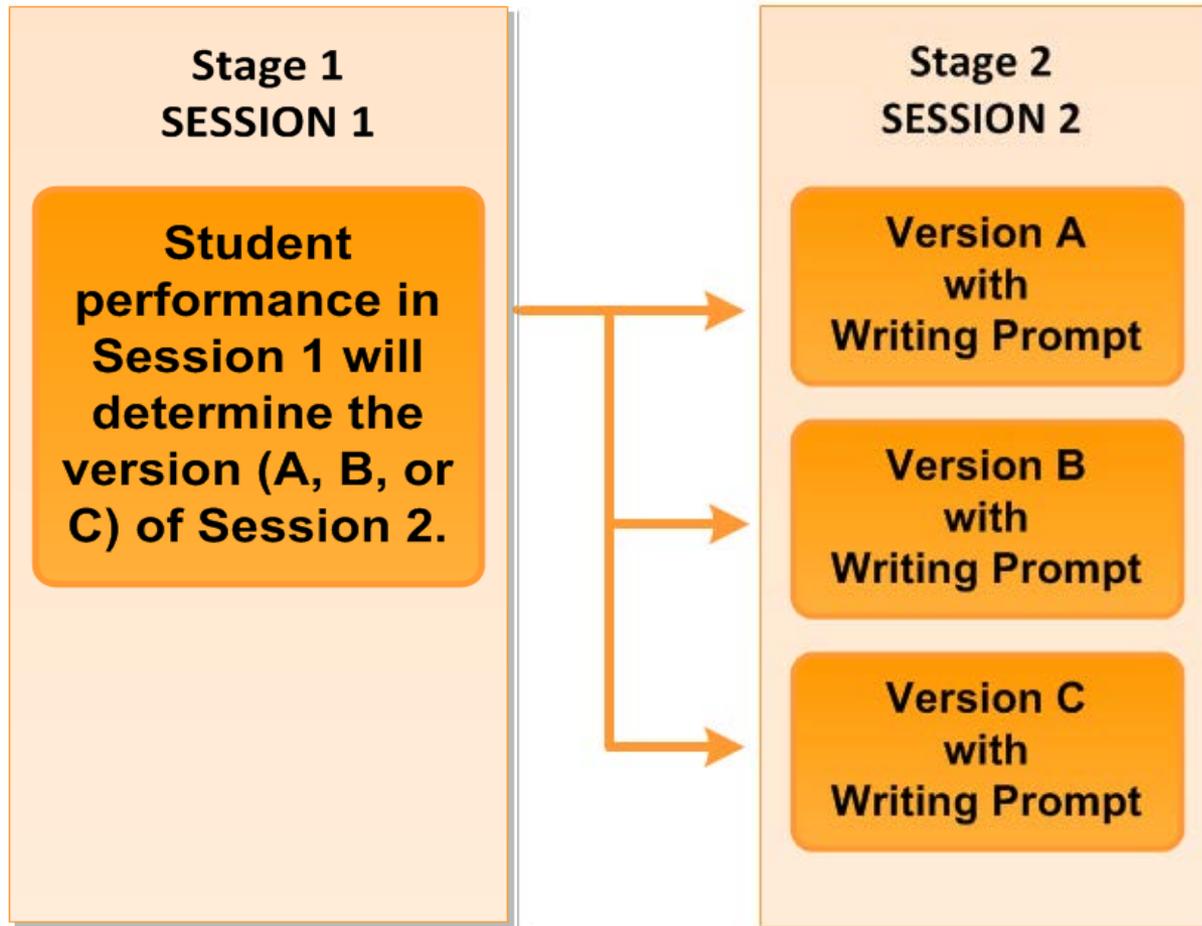
Test Design: Stage Adaptive

- The MSAA is a two-stage adaptive test.
- The second session of the assessment is assigned based on how the student responds to items in the first session.
- The versions in the second session vary by difficulty/complexity level. Each student will only take the Session 2 version (A, B, or C) that is assigned to him/her.

MSAA Mathematics Stage Adaptive Design (All Grades)



MCAA ELA Stage Adaptive Design (All Grades)



Test Overview: Item Types

- **Selected-Response** (ELA and Mathematics)
- **Constructed-Response** (Mathematics)
- **Writing Prompt** (ELA)

Who Should Take the MSAA?



Eligibility

Participation Criteria	Participation Criteria Descriptors
1. The student has a significant cognitive disability.	<p>Review of student records indicates a disability or multiple disabilities that significantly impact intellectual functioning and adaptive behavior.*</p> <p><i>*Adaptive behavior is defined as essential for someone to live independently and to function safely in daily life.</i></p>
2. The student is learning content linked to grade-level content standards.	<p>Goals and instruction listed in the IEP for this student are linked to the enrolled grade-level content standards and address knowledge and skills that are appropriate and challenging for this student.</p>
3. The student requires extensive, direct individualized instruction and substantial supports to achieve measurable gains in a grade- and age-appropriate curriculum.	<p>The student (a) requires extensive, repeated, individualized instruction and support that is not of a temporary or transient nature, and (b) uses substantially adapted materials and individualized methods of accessing information in alternative ways to acquire, maintain, generalize, demonstrate, and transfer skills across multiple settings.</p>

Test Materials



2019 Test Materials

Required documents for test administration

Materials on this slide will be available for download from the MSAA System.

Name	Specifics	User
Test Administration Manual (TAM)	<ul style="list-style-type: none">Provides policies and procedures for TAs and TCs to prepare for the administration of the Test.Non-Secure material	TCs & TAs
User Guides <ul style="list-style-type: none">Test Coordinator (TC)Test Administrator (TA)	<ul style="list-style-type: none">Non-Secure material	TCs TAs
Directions for Test Administration (DTA)	<ul style="list-style-type: none">REQUIRED to provide a standardized 1:1 administrationContains directions, scripts, details about manipulatives, reference sheets, scoring rubrics for math CRs, and moreSECURE material	TAs

2019 Test Materials

Required documents for test administration

Name	Specifics	User
Braille Cards <i>*only if needed</i>	<ul style="list-style-type: none">• Necessary for Grades 3 & 4 students ONLY (on <u>ALL</u> forms of the ELA test)• Shipped to districts based off of pre-identified list of students provided by your State MSAA Coordinator• SECURE material	TA

Directions for Test Administration (DTAs)

Available 3/4/19* in the MSAA System

**To access test materials, TAs must first successfully complete training.*



Multi-State Alternate Assessment

**Directions for Test Administration
Mathematics
Grade 3 Sample Items**



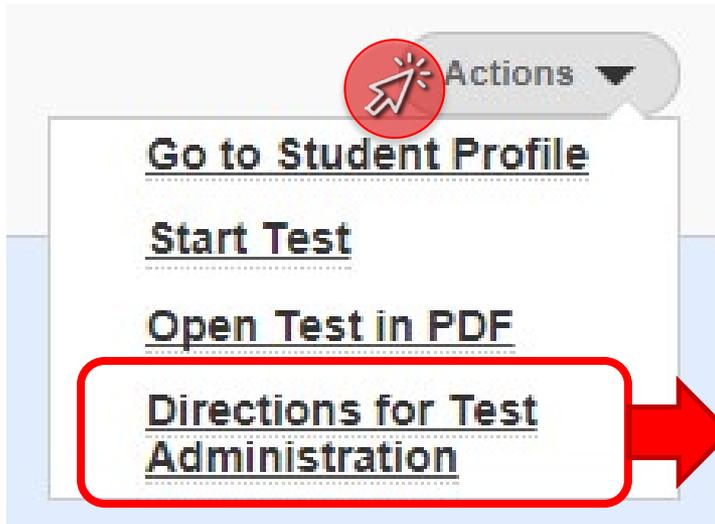
Multi-State Alternate Assessment

**Directions for Test Administration
English Language Arts- Reading
Grade 8 Sample Items**

Directions for Test Administration (DTA)

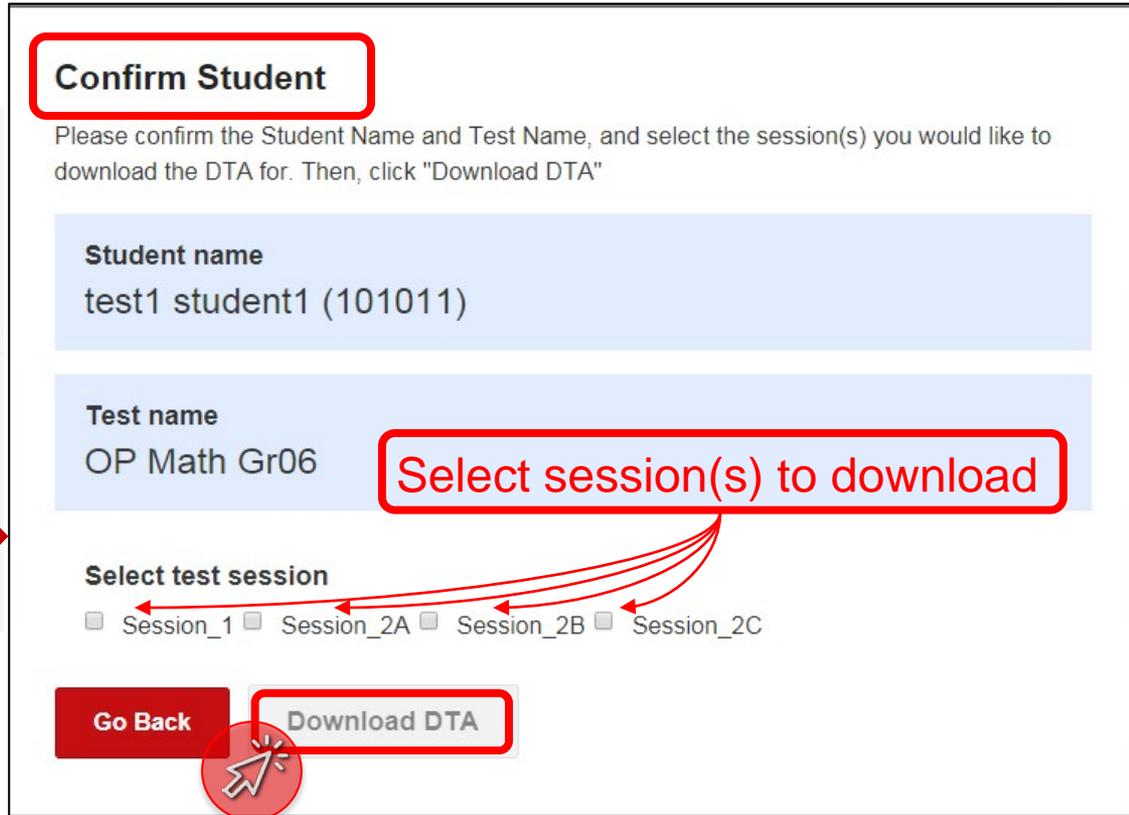
- TAs must refer to the TAM and the DTAs for all directions regarding test administration.
- DTAs are grade- and form-specific.
- DTAs are downloaded from the MSAA System.

Access Directions for Test Administration



Actions

- [Go to Student Profile](#)
- [Start Test](#)
- [Open Test in PDF](#)
- [Directions for Test Administration](#)**



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

Select session(s) to download

Note: Adobe Reader is needed to view or print DTAs.

Directions for Test Administration (DTA)

Example: Mathematics

Use of calculators and reference sheets are identified here.

Calculator may be used on this item.
Provide student with printed picture graph and tile cutouts.

Item 3

This data table shows how six students voted for their favorite after-school activity.

Point to the data table.

[For all students, read "The title of the data table is Favorite After-School Activity. There are two columns and three rows. The first column is labeled Activity. The second column is labeled Number of votes. First row, Biking, three. Second row, Drawing, one. Third row, Reading, two."]

Favorite After-School Activity	
Activity	Number of votes
Biking	3
Drawing	1
Reading	2

Any actions the TA should perform are in gray italics.

This incomplete picture graph can be used to show the same information as the data table.

Place the picture graph and tiles onto the work surface in front of the student. Point to the title and labels of the picture graph.

[For all students, read "The title of the incomplete picture graph is Favorite After-School Activity. The picture graph has two columns and three rows. The first column is labeled Activity. The second column is labeled Number of votes. Row one, Biking, three bikes. The second and third rows have not yet been completed."]

Favorite After-School Activity	
Activity	Number of votes
Biking	
Drawing	
Reading	

Alternative text for students with visual impairments is in brackets with gray italics and should be read aloud as necessary.

The data table shows that 3 students voted for biking as their favorite after-school activity.

Point to the Biking row in the data table.

Calculator may be used on this item.

Item 2



There are 12 inches in 1 foot.

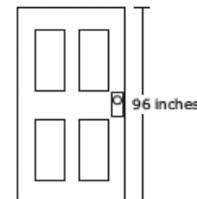
Point to the equation.

[For all students, read "Twelve inches equals one foot."]

12 inches = 1 foot

This door has a height of 96 inches.

Point to the picture of the door.



What is the height of this door in feet?

Point to and read each answer option.

- A. 7 feet
- B. 8 feet
- C. 9 feet

If the TA is reading aloud to the student, the script is given in black.

The MSAA System



Accessing the MSAA System



TC & TA access to the MSAA System begins Mon., 3/4/19

Where to Start

- Add these email addresses to your district filter's Safe List:
 - noreply@measuredprogress.org
 - MSAAServiceCenter@measuredprogress.org
- The MSAA System will send you a Welcome Email after your State MSAA Coordinator creates your user profile.
 - User upload is scheduled for 2/25/19 through 3/1/19.
 - If you haven't received an email after this window:
 - check local & network spam settings
 - confirm with your State MSAA Coordinator that you were added to the MSAA System
- Every user will receive a unique link in the email, providing access to the MSAA System.

Where to Start

TC & TA access to the MSAA System begins Mon., 3/4/19

Sample Welcome Email

Important Information from the MSAA System.

 MSAAServiceCenter@measuredprogress.org on behalf of **M**
To Chris Clough 12/21/2018

Retention Policy MP_Inbox (2 years) Expires 12/20/2020

 We removed extra line breaks from this message.

Welcome to the MSAA Online Assessment System.

You are receiving this email because you are identified as either a Test Coordinator (TC) or Test Administrator (TA) involved in the Multi-State Alternate Assessments in ELA and Mathematics in grades 3-8 and 11, March 19 – May 4, 2018. This email contains login information so you may access test administration documents, online training modules, student rosters, and the tests.

Log in by clicking this link or copying and pasting it to your browser:

<https://www.msaaassessment.org/user/reset/326...> 

This link can only be used once to log in and will lead you to a page where you can set your password. After setting your password, you will be able to login at <https://www.msaaassessment.org/user>

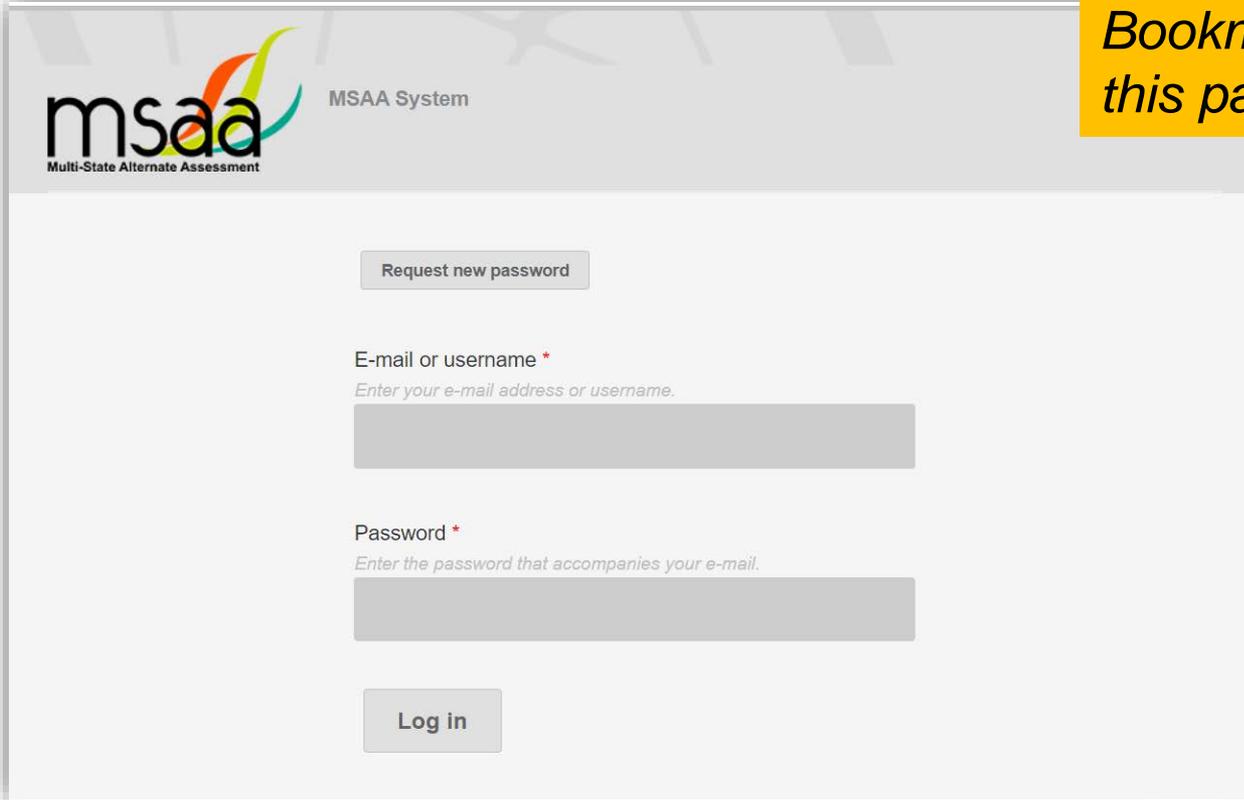
The Test Administration Manual (TAM) and User Guides (TC/TA) are available on the home page, or Dashboard, in the blue banner at

Where to Start

TC & TA access to the MSAA System begins Mon., 3/4/19

- Click the **one-time use** link in the Welcome Email
- You will be prompted to provide a new password
- From now on, you will log into the MSAA System at the URL: <https://www.msaaassessment.org>

Tip!
*Bookmark
this page!*



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

Training Requirements and Responsibilities



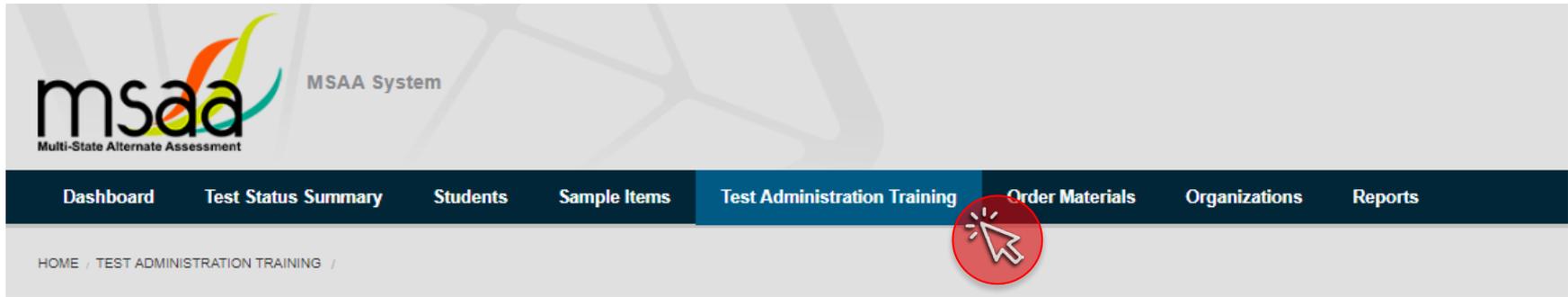
Test Administration Training

- TCs and TAs must complete designated Training Modules
 - TC modules are customized to the TC role
 - TA modules are customized to the TA role
 - TAs must complete the Final Quiz with at least an 80% accuracy score after watching the TA modules
- The modules refer to information found in the TAM, DTA, and MSAA System User Guides

TC & TA access to the MSAA System begins Mon., 3/4/19

Test Administration Training

After login, to access all test administration training modules & best practice videos:

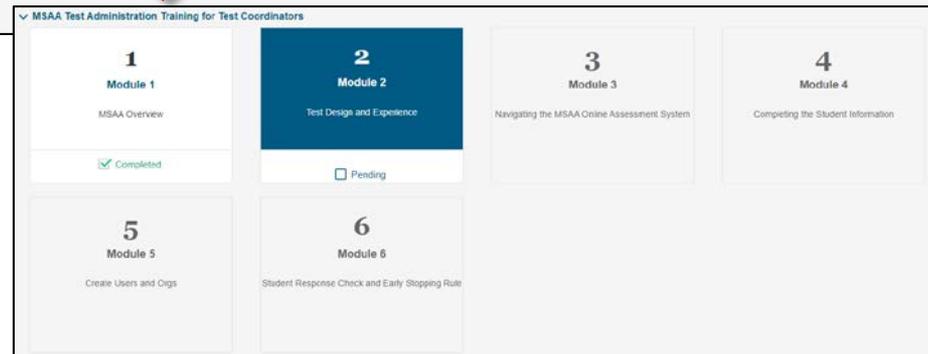


Test Administration Training

Completion of training is an important step to learn about the features of the MSAA system. Please take the training modules that correspond to your role as either Test Coordinator or Test Administrator. If you serve both roles, you will take the training modules for both.

- Test administrators must attain a score of 80% on the final quiz to be certified to administer the test.

- > [MSAA Test Administration Training for Test Administrators \(Required to access the test materials\)](#)
- > [MSAA Test Administration Training for Test Coordinators](#)
- > [MSAA Test Administration Best Practice Videos](#)



Best Practice Videos

In addition to the required Training Modules, the Test Administration Training page contains a section of Best Practice videos that are highly recommended.

- How to Administer Items

★ How to Administer the SRC and Implement the ESR

- How to Administer a Level 2 Writing Prompt
- How to Administer a Level 3 Writing Prompt

Closing a Test, SRC & ESR

Closing a Student's Tests

- Only TCs may close a student's tests
- Only if the criteria for the Early Stopping Rule (ESR) are met
- If so, both tests (ELA and Mathematics) must be closed
- ESR is the only reason to close a test
 - If a student withdrew or is no longer eligible, the TA must contact the TC. Do not close tests in these cases

Closing a Test, SRC & ESR

Student Response Check (SRC)

- 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.

Closing a Test, SRC & ESR

Early Stopping Rule (ESR)

Criteria:

- If the student did not display an observable response during the SRC
 - AND the TA administered the first four test items in either mathematics or ELA
 - AND the student's response was not observable to any of the first four test items
- Actions:
 - Then the TA completes the SRC by checking "Other", state "No Response" and provides a brief explanation in the text box, and consults with the TC.
 - Then the TC must close both the ELA and Mathematics Tests.

Test Coordinator Responsibilities

- Before
 - ★ Test security
 - Administration training
 - Technology requirements
- During
 - Monitor administration
 - Maintain security
 - Report inappropriate test practices / irregularities
 - ★ Submit or close tests (ESR)

TC Checklist

msaa		Test Coordinator Checklist			
Before Test Administration					
Test Coordinator Tasks			TAM Page	✓ Complete	
1. Sign and submit state-specific test security and confidentiality forms. <i>Refer to State-Specific Policy Information and/or State MSAA Coordinator.</i>			1		
2. Complete the MSAA test administration training (for TCs). <i>TCs are not required to take the End-of-Training final quiz.</i>			10		
<input type="checkbox"/> Module 1	<input type="checkbox"/> Module 2	<input type="checkbox"/> Module 3	<input type="checkbox"/> Module 4	<input type="checkbox"/> Module 5	<input type="checkbox"/> Module 6
3. Ensure that TAs have received and completed the required training and can access the online MSAA Online Assessment System.			9		
4. Communicate all information received from the State MSAA Coordinator about MSAA to TAs.			N/A		
5. Ensure that technology capacity is met. <i>Work with district/school IT personnel to ensure that the online MSAA Online Assessment System is accessible and functioning on every computer that is used for testing. Refer to Appendix B titled, "Technology Requirements" in the MSAA Online Assessment System User Guide for Test Coordinators for specific information on supported browsers and operating systems.</i>			N/A		
6. Support TAs in developing a testing schedule so that all tests will be submitted within the administration window.			3		
During Test Administration					
7. Monitor the administration of the test. As part of test security and validity, TCs should monitor administration for a portion of students to ensure appropriate test practices and appropriate student participation. Consult with your TAs regarding closing any tests for students who meet the criteria for the Early Stopping Rule.			6-9, 15-26, 35-36, 43-44		
8. Ensure that students and TAs have the materials and resources needed to administer the test.			6, 9		
9. Maintain test security. <i>Ensure that all test materials are in a secure and locked location when not testing.</i>			25		
10. Report inappropriate test practices in accordance with state policy.			25		
11. Report security violations and test irregularities to the State MSAA Coordinator. <i>All security violations and suspected irregularities must be reported to the TC according to State-Specific Policy Information.</i>			1, 25		
12. Ensure that all tests have been submitted or closed by 8:00 pm ET on May 3, 2019.					
After Test Administration					
13. Report all inappropriate test practices, security violations, and suspected irregularities to the State MSAA Coordinator. <i>All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC according to State-Specific Policy Information.</i>			1, 25		
14. Securely shred all printed copies of the Test, DTA, scoring rubrics, and student work (e.g., writing materials, etc.). <i>MD Only - Return all ordered materials using the return envelope with UPS label provided in the materials shipment.</i>			19, 24-25		

Closing Tests

- Only TCs can close a test
- Only for the reason of Early Stopping Rule (ESR)
- You must close both the ELA and Math test

Test Coordinator Checklist

Tip!
TAM, p. 42



Test Coordinator Checklist

MSAA Test Administration Manual (TAM), 2019

Before Test Administration					TAM Pg.	✓ Done
1. Sign and submit state-specific test security and confidentiality forms. <i>Refer to State-Specific Policy Information and/or State MSAA Coordinator.</i>					1	
2. Complete the MSAA test administration training (for TCs). <i>TCs are <u>not</u> required to take the End-of-Training final quiz.</i>					10	
<input type="checkbox"/> Module 1	<input type="checkbox"/> Module 2	<input type="checkbox"/> Module 3	<input type="checkbox"/> Module 4	<input type="checkbox"/> Module 5	<input type="checkbox"/> Module 6	
3. Ensure that TAs have received and completed the required training and can access the online MSAA Online Assessment System.					9, 10	
4. Communicate all information received from the State MSAA Coordinator about MSAA to TAs.					N/A	
5. Ensure that technology capacity is met. <i>Work with district/school IT personnel to ensure that the online MSAA Online Assessment System is accessible and functioning on every computer that is used for testing. Refer to Appendix B titled, "Technology Requirements" in the MSAA Online Assessment System User Guide for Test Coordinators for specific information on supported browsers and operating systems.</i>					N/A	
6. Support TAs in developing a testing schedule so that all tests will be submitted within the administration window.					2	
During Test Administration					TAM Pg.	✓ Done
7. Monitor the administration of the Test. <i>As part of test security and validity, TCs should monitor administration for a portion of students to ensure appropriate test practices and appropriate student participation. Consult with your TAs regarding closing any tests for students who meet the criteria for the ESR.</i>					6-10, 16-26, 36-38	
8. Ensure that students and TAs have the materials and resources needed to administer the Test.					6, 9	
9. Maintain test security. <i>Ensure that all test materials are in a secure and locked location when not testing.</i>					26	
10. Report inappropriate test practices in accordance with state policy.					26	
11. Report security violations and test irregularities to the State MSAA Coordinator. <i>All security violations and suspected irregularities must be reported to the TC according to State-Specific Policy Information.</i>					1, 26	
12. Ensure that all tests have been submitted or closed by 8:00 pm ET on May 3, 2019.					2	
After Test Administration					TAM Pg.	✓ Done
13. Report all inappropriate test practices, security violations, and suspected irregularities to the State MSAA Coordinator. <i>All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC according to State-Specific Policy Information.</i>					1, 26	
14. Securely shred all printed copies of the Test, DTA, scoring rubrics, and student work (e.g., writing materials, etc.). MD Only - Return all ordered materials using the return envelope with UPS label provided in the materials shipment.					26	

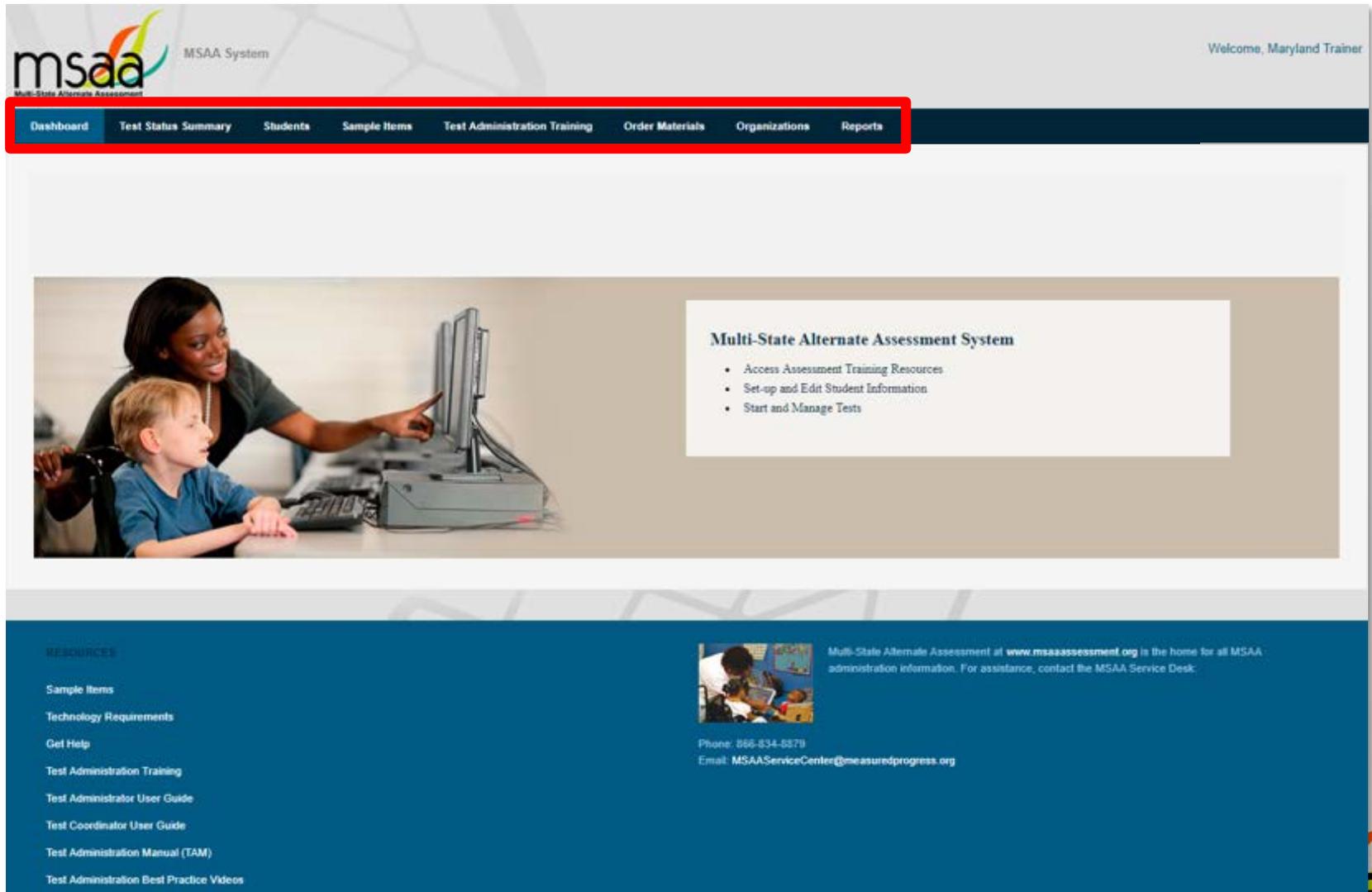
For questions or assistance, contact the MSAA Service Center or your State MSAA Coordinator (page 1).

Navigating the MSAA System



Dashboard

TC & TA access to the MSAA System begins Mon., 3/4/19



The screenshot shows the MSAA System dashboard. At the top left is the MSAA logo with the text 'MSAA System' and 'Multi-State Alternate Assessment'. At the top right, it says 'Welcome, Maryland Trainer'. Below this is a dark navigation bar with a red border containing the following menu items: Dashboard, Test Status Summary, Students, Sample Items, Test Administration Training, Order Materials, Organizations, and Reports. The main content area features a large image of a woman and a child at a computer. To the right of the image is a white box with the title 'Multi-State Alternate Assessment System' and a bulleted list: 'Access Assessment Training Resources', 'Set-up and Edit Student Information', and 'Start and Manage Tests'. At the bottom, there is a dark blue footer with a 'RESOURCES' section listing various links like 'Sample Items', 'Technology Requirements', 'Get Help', 'Test Administration Training', 'Test Administrator User Guide', 'Test Coordinator User Guide', 'Test Administration Manual (TAM)', and 'Test Administration Best Practice Videos'. To the right of the resources is a small image of a child at a computer, followed by contact information: 'Multi-State Alternate Assessment at www.msaaassessment.org is the home for all MSAA administration information. For assistance, contact the MSAA Service Desk.', 'Phone: 866-834-5579', and 'Email: MSAAServiceCenter@measuredprogress.org'.

Test Administration Training



MSAA System
Multi-State Alternate Assessment

Dashboard Test Status Summary Students Sample Items **Test Administration Training** Order Materials Organizations Reports

HOME / TEST ADMINISTRATION TRAINING /



Test Administration Training

Completion of training is an important step to learn about the features of the MSAA system. Please take the training modules that correspond to your role as either Test Coordinator or Test Administrator. If you serve both roles, you will take the training modules for both.

- Test administrators must attain a score of 80% on the final quiz to be certified to administer the test.
- > [MSAA Test Administration Training for Test Administrators \(Required to access the test materials\)](#)
 - > **[MSAA Test Administration Training for Test Coordinators](#)**
 - > [MSAA Test Administration Best Practice Videos](#)



MSAA Test Administration Training for Test Coordinators

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

Students



MSAA System

Dashboard

Test Status Summary

Students

Sample Items

Test Administration Training

Order Materials

Organizations

Reports

Students

Organization

Client Services (11510) ▾

Add Student

Search all columns

Go

Clear Filters

Download

Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	Actions
25616	999999999	Client Services Elementary School	Testing Adding a student Grade 4	OP ELA Gr04 Form 1	Not Started		Actions ▾
25616	999999999	Client Services Elementary School	Testing Adding a student Grade 4	OP Math Gr04 Form 1	Not Started		Actions ▾
25617	999999999	Client Services Elementary School	Add Student Test Grade 5	OP ELA Gr05 Form 3	Not Started		Actions ▾
25617	999999999	Client Services Elementary School	Add Student Test Grade 5	OP Math Gr05 Form 3	Not Started		Actions ▾



Sample Items

msaa Multi-State Alternate Assessment

MSAA System

Dashboard Test Status Summary Students **Sample Items** Test Administration Training Organizations

HOME / MSAA SAMPLE ITEMS /

MSAA Sample Items

Use the "Actions" dropdown in the table below to start a test.

DTA Download:

- [Sample Items' DTAs](#)

Assessment	Actions
Sample Math Items - Gr3	Actions ▼
Sample Math Items - Gr11	Actions ▼
Sample ELA Items - Gr8	Actions ▼

RESOURCES

- Sample Items**
- Technology Requirements
- Get Help

Actions ▼

- Start Test
- Download PDF

Test Status Summary



MSAA System

Dashboard

Test Status Summary

Students

Sample Items

Test Administration Training

Order Materials

Organizations

Reports

HOME / TEST STATUS SUMMARY /

Test Status Summary

State

Sample (14) ▼

Organization

Client Services (11510) ▼

Download

Test Name	Test Window Ending Date	Assigned Students	Not Started	In Progress (Paused)	In Progress (Locked)	Submitted	Closed
OP ELA Gr03	2019-05-04	0	0	0	0	0	0
OP ELA Gr04	2019-05-04	1	1	0	0	0	0
OP ELA Gr05	2019-05-04	1	1	0	0	0	0
OP ELA Gr06	2019-05-04	1	1	0	0	0	0
OP ELA Gr07	2019-05-04	0	0	0	0	0	0
OP ELA Gr08	2019-05-04	1	1	0	0	0	0
OP ELA Gr11	2019-05-04	0	0	0	0	0	0



Organizations



MSSA System

Dashboard

Test Status Summary

Students

Sample Items

Test Administration Training

Order Materials

Organizations

Reports

HOME / ORGANIZATIONS /

Client Services (11510) ▼

'Client Services' Schools

Org ID	Code	Organization Name	Child Organizations	Users	Students	Actions
11511	2018-01	Client Services Elementary School	0	5	3	Actions ▼
11512	2018-02	Client Services Middle School	8	4	1	Actions ▼
11513	2018-03	Client Services High School	0	5	1	Actions ▼



Assessment Features

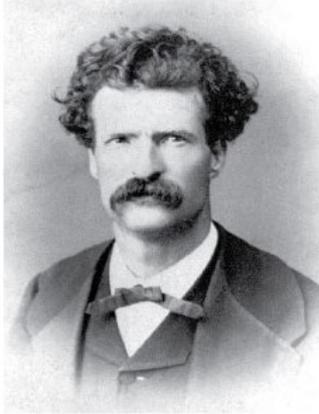


Assessment Features

- MSAA Assessment features
 - Answer Masking
 - Audio Player
 - Alternate Color Themes
 - Increase/Decrease Size of Text/Graphics
 - Increase Volume
 - Line Reader Tool
 - Read Aloud/Reread item directions, response options, passages

Activating Features in the MSAA System

The Life and Works of Mark Twain



Mark Twain was an American writer. He was born in 1835. He wrote many books, but his best known books are "The Adventures of Tom Sawyer" and "Adventures of Huckleberry Finn." Both books are set in Missouri. This is where Twain lived.

Assessment Features

- Alternate Color Themes >
- Answer Masking**
- Audio Player
- Line Reader
- Magnification

⚙️ ^

⏪ Previous Next ⏩

☰ Items ✕ Full Screen ? Help ↶ Save & Exit

New for 2019: Writing Evidence Reminder



Accidental Writing Submission

NEW

Topic: S



Do you need to upload
Evidence?

Yes

No

Accidental Writing Submission

NEW



Do you need to upload Evidence?

Yes **No**

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.

Accidental Writing Submission

NEW



**Do you need to upload
Evidence?**



**You have reached the end of
your session**

SESSION 2C (SECTION 5)

20/20 Answered

What would you like to do?

| |



Topic:

Sample writing prompt response enter here directly into provided text box. No uploaded evidence needed.

Accidental Writing Submission

NEW

Topic:



You have reached the end of your session

SESSION 2C (SECTION 5)

19/20 Answered

What would you like to do?

Review Current Session

Submit Session

Save & Exit

DC Demo Student Three

OP ELA Gr05.Form 1 / Session 2C (Section 5) / Item 20 of 20



Next



Read Again



(1) Upload Evidence



Bookmark



Items



Full Screen



Help



Save & Exit

Important Dates & Next Steps





Important Dates

Date	Activity
January 15	Initial Form Assignment
January 22	Braille Order Generation Complete
February 25 – March 1	User Accounts Created & Welcome Emails Sent
March 4	TC & TA access to the MSAA System Begins Training Modules & Best Practice Videos Go Live
March 18 – May 3	Test Administration Window
April 30	Last Day to Submit Requests for <ul style="list-style-type: none">• Grade Reassignments• Reopen Closed Tests

Next Steps

- Watch for your Welcome Email (~3/1/19)
- Beginning Mon., 3/4/19, login via the Welcome Email
- Download and read the two manuals that Test Coordinators will use
 - *Test Administration Manual (TAM)*
 - *MSAA Online Assessment System User Guide for Test Coordinators*
- Complete Test Coordinator Modules (6 of them)
- Complete Test Administrator Modules, as appropriate (6 of them)
- Complete the Best Practice Videos
- Monitor Test Administrator completion of required “MSAA Test Administration Training for Test Administrators” final quiz

Q & A



Thank You!

