



Test Administration Training for Test Coordinators

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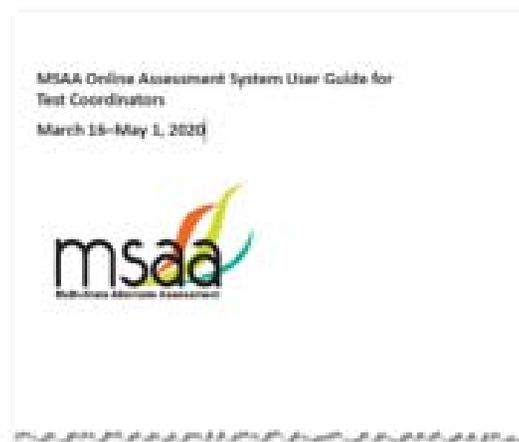
January 14, 2020

Available March 2

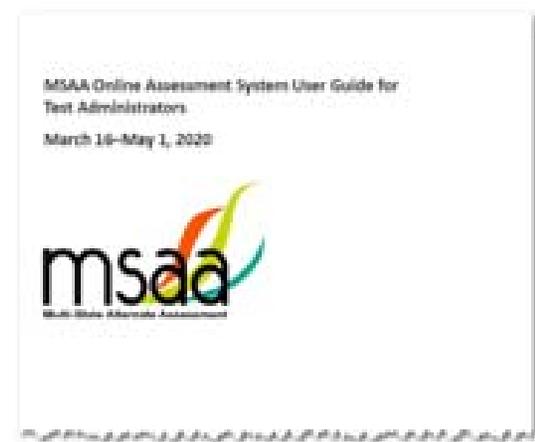
Key Resources



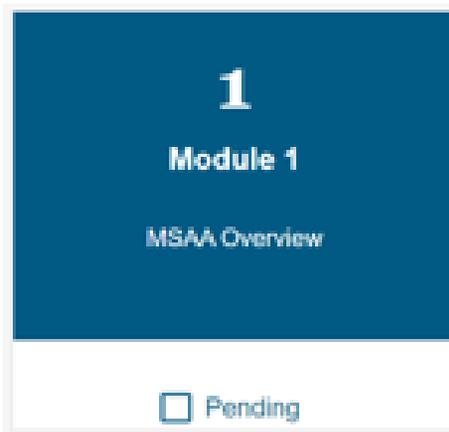
TAM



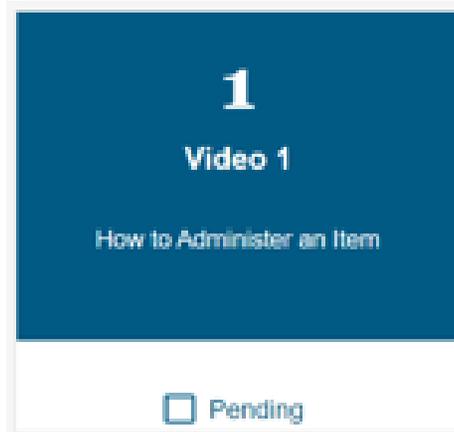
TC User Guide



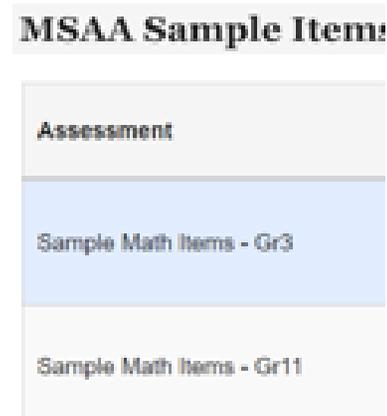
TA User Guide



TA Training Modules
TC Training Modules



Best Practice Videos



Sample Items
(available nearly year-round)



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
 - Accessibility Features
- Important Dates
- Q & A

MSAA Overview



Background and Purpose of the MSAA

Participation

- Grade-level content aligned to State Content Standards

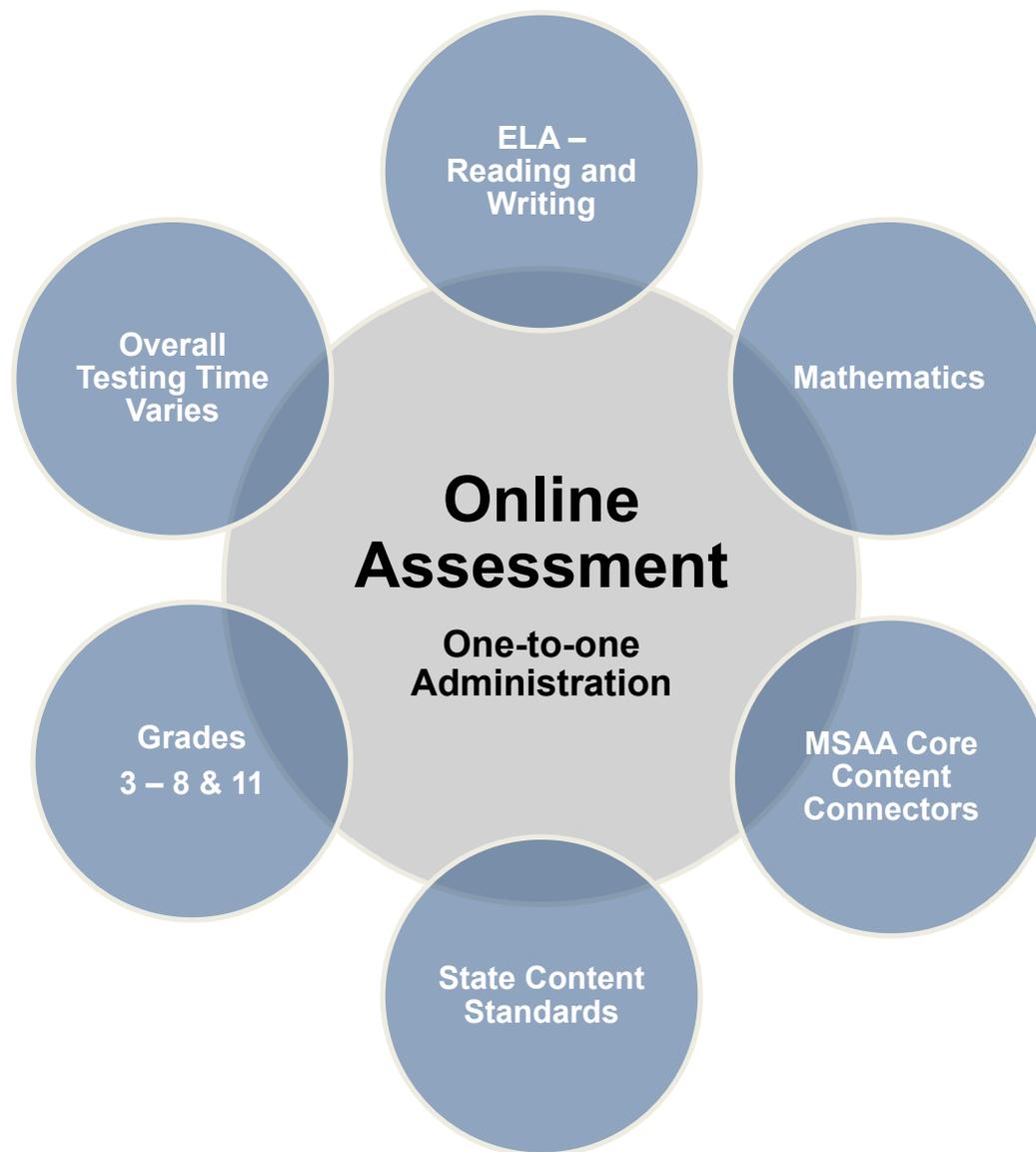
Achievement

- Higher academic outcomes
- Prepared for post-secondary options

Accountability

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

Test Overview & Design



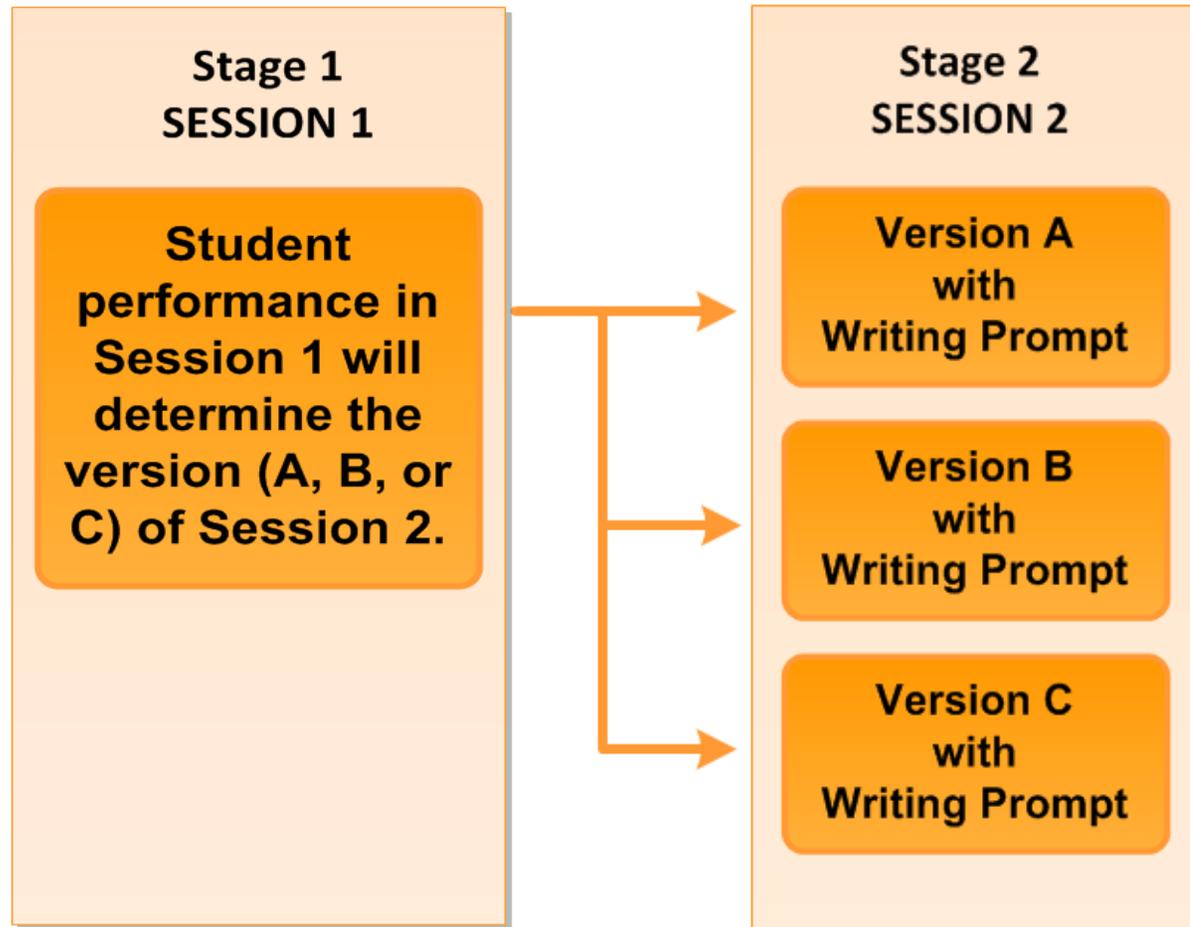
Test Overview & Design

- 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.

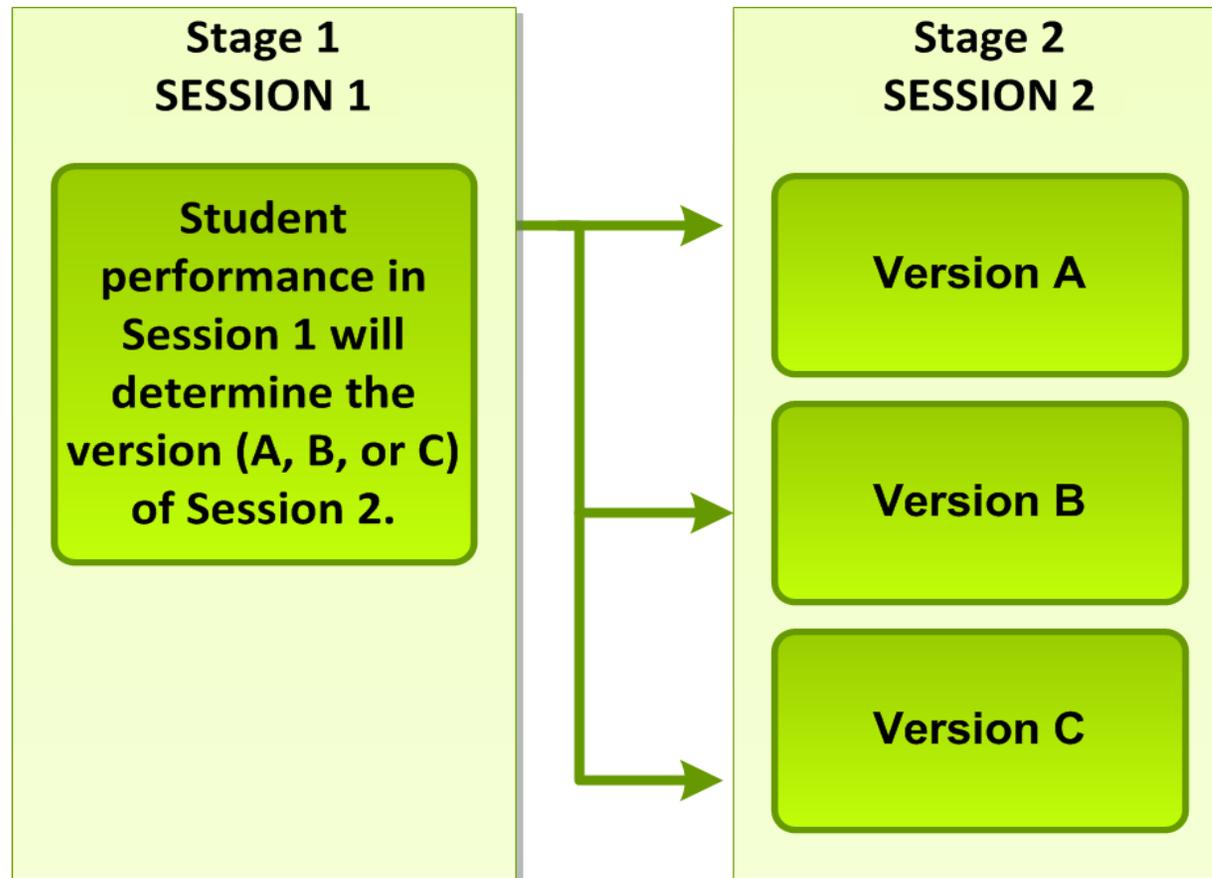
Test Design: Stage Adaptive

- 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.

MCAA ELA Stage Adaptive Design (All Grades)



MSAA Mathematics 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
<p>1. The student has a significant cognitive disability.</p>	<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>
<p>2. The student is learning content linked to grade-level content standards.</p>	<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>
<p>3. The student requires extensive, direct individualized instruction and substantial supports to achieve measurable gains in a grade- and age-appropriate curriculum.</p>	<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



2020 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">• Provides technical information and troubleshooting tips, plus step-by-step instructions to navigate the MSAA Online Assessment System• Non-Secure material	TCs & TAs
Directions for Test Administration (DTA)	<ul style="list-style-type: none">• REQUIRED to provide a standardized 1:1 administration• Contains directions, scripts, details about manipulatives, reference sheets, scoring rubrics for math CRs, and more• SECURE material	TAs

2020 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 (DTA)

Available 3/2/2020



REQUIRED

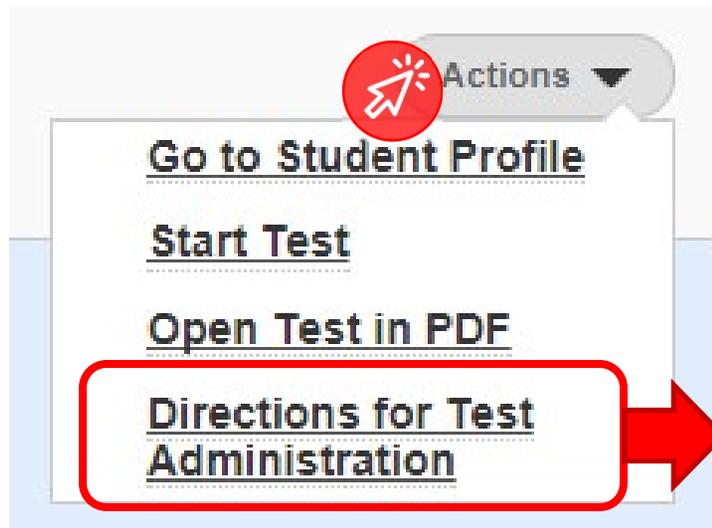
The DTA is a required document for administering the Test. It provides the TA with a script of specific instructions for administration of all items on the Test.



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.

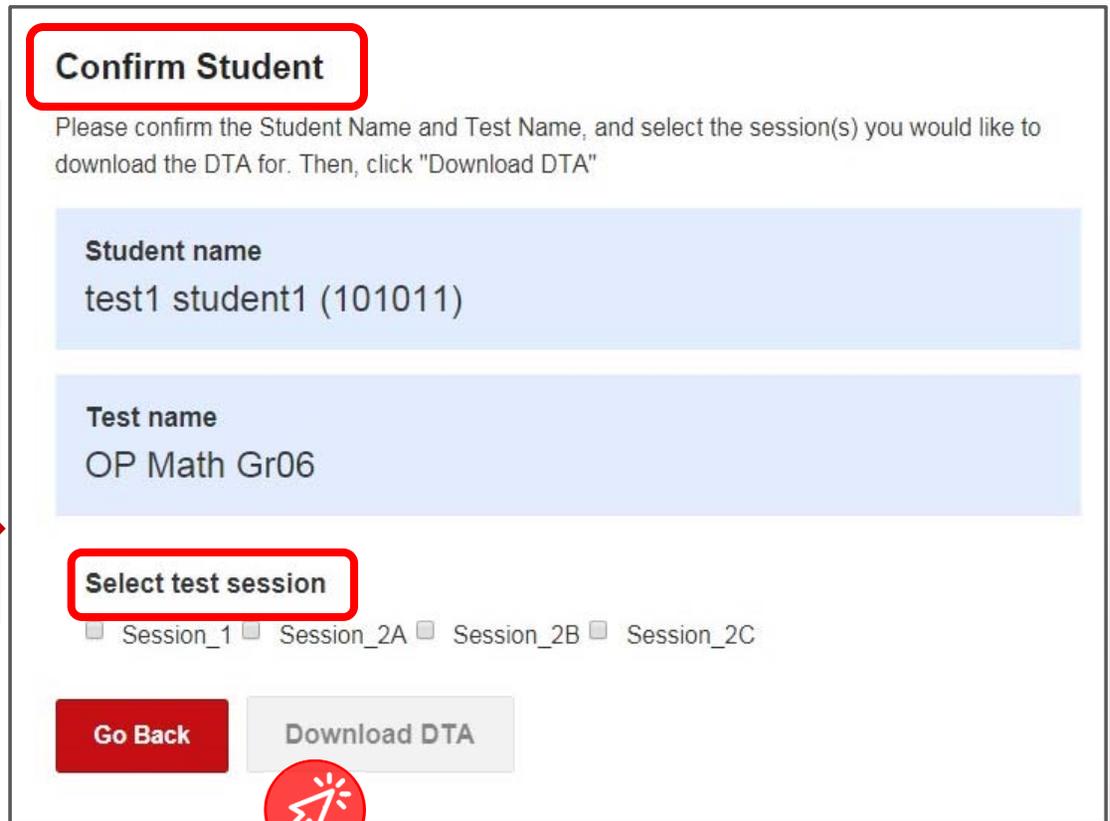
Access Directions for Test Administration



Actions ▼

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

A red callout box highlights the 'Directions for Test Administration' option, with a red arrow pointing to the right.



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**

A red callout box highlights the 'Select test session' section, and another red callout box highlights the 'Confirm Student' title.

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

Directions for Test Administration (DTA) 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.

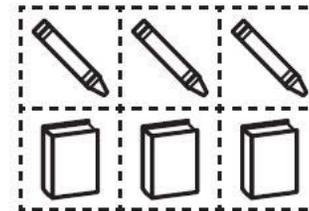
The data table shows that 3 students voted for biking as their favorite after-school activity.

Point to the Biking row in the data table.

Please print this page prior to test administration for student completion of constructed-response item.

Favorite After-School Activity

Activity	Number of votes
Biking	
Drawing	
Reading	



The MSAA System



Accessing the MSAA System



TC & TA access to the MSAA System begins Mon., 3/2/20

Where to Start

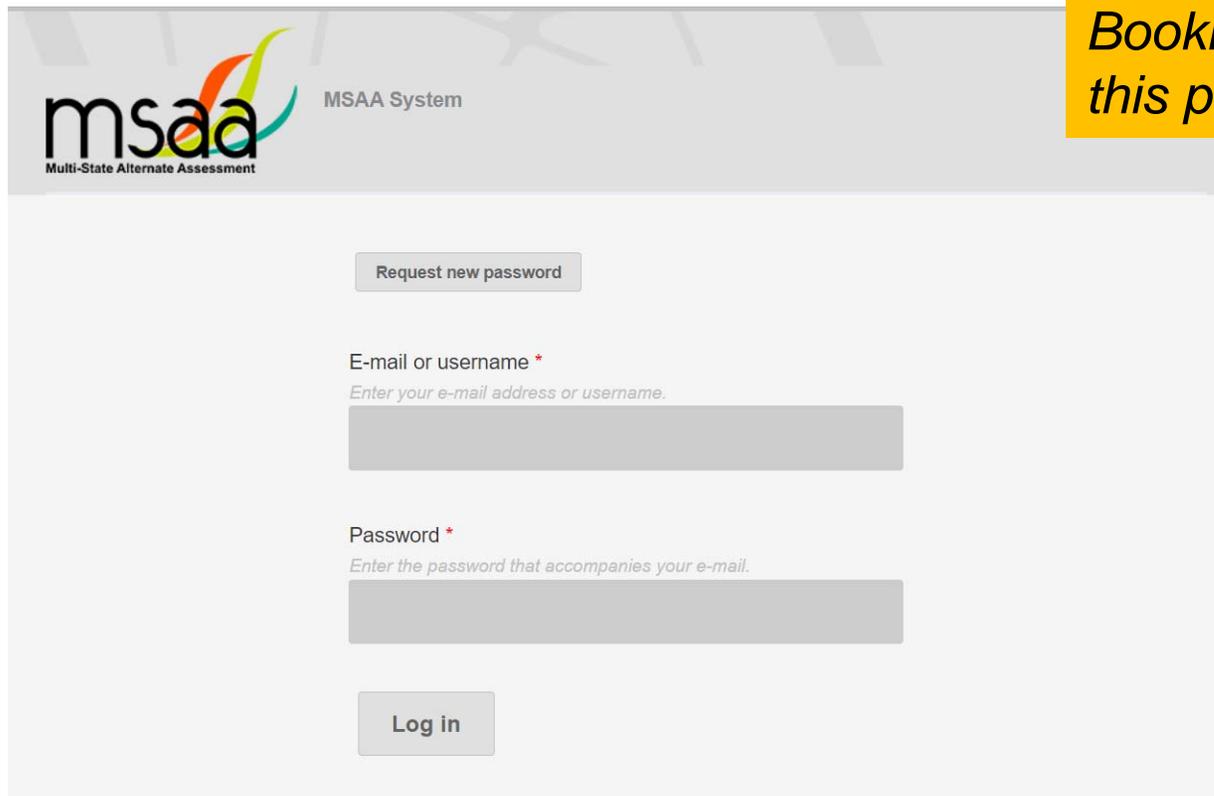
- Add these email addresses to your district filter's Safe List:
 - noreply@cognia.org
 - MSAAServiceCenter@cognia.org
- The MSAA System will send you a Welcome Email after your user profile is created.
 - User upload is scheduled for 2/24/20 through 2/28/20.
 - If you haven't received an email after 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., 3/2/20

- 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>

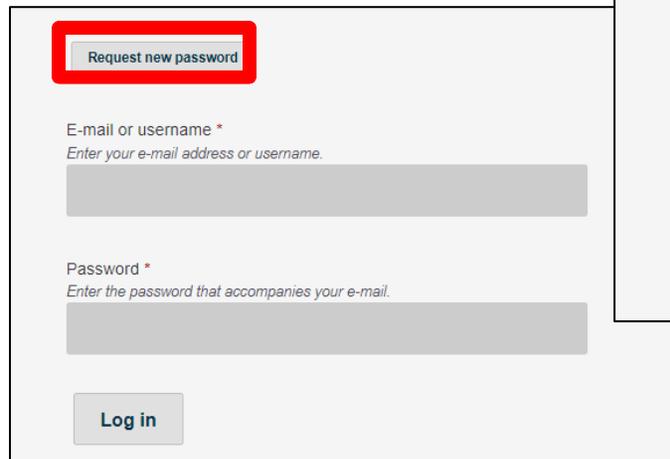
Tip!
*Bookmark
this page!*



The screenshot shows the MSAA System login interface. At the top left is the MSAA logo (Multi-State Alternate Assessment) and the text "MSAA System". Below the logo is a "Request new password" button. Underneath is a form with two input fields. The first is labeled "E-mail or username *" with a subtext "Enter your e-mail address or username." and a grey input box. The second is labeled "Password *" with a subtext "Enter the password that accompanies your e-mail." and a grey input box. At the bottom of the form is a "Log in" button.

MSAA Online Assessment System (cont.)

- 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).
 2. Unlock the account immediately by requesting a new password:

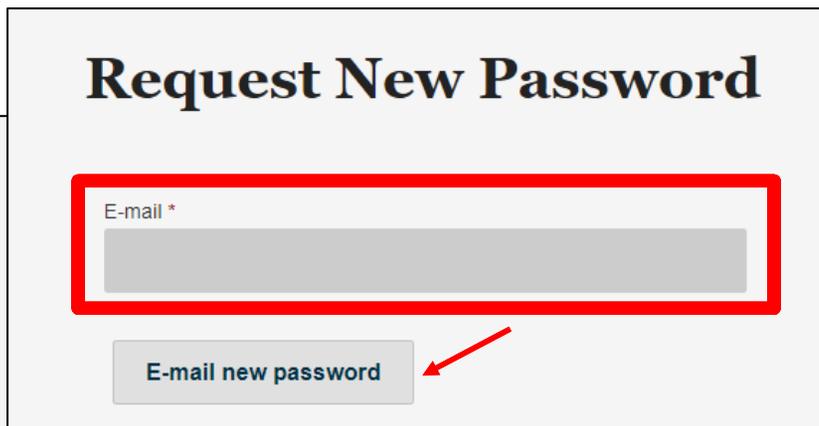


Request new password

E-mail or username *
Enter your e-mail address or username.

Password *
Enter the password that accompanies your e-mail.

Log in



Request New Password

E-mail *

E-mail new password

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

Test Administration Training

TC & TA access to the MSA System begins Mon., 3/2/20



Click Test Administration Training

Test Administration Training

Completion of training is an important step to learn about the features of the MSA 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.
- > MSA Test Administration Training for Test Administrators (Required to access the test materials)
- > **MSAA Test Administration Training for Test Coordinators**
- > MSA Test Administration Best Practice Videos

A screenshot of the training modules grid for Test Coordinators. The grid contains six modules:

- Module 1: MSA Overview (Completed)
- Module 2: Test Design and Experience (Pending)
- Module 3: Navigating the MSA Online Assessment System
- Module 4: Completing the Student Information
- Module 5: Create Users and Orgs
- Module 6: Student Response Check and Early Stopping Rule

A red arrow points from the 'MSAA Test Administration Training for Test Coordinators' link in the list above to the grid.

Test Coordinator Training Modules

Module #	Module Titles
Module 1	MSAA Overview
Module 2	Navigating the MSAA Online Assessment System
Module 3	TA and TC Responsibilities
Module 4	The Writing Prompt
Module 5	Creating and Managing Users and Classrooms
Module 6	Student Response Check and the Early Stopping Rule

Best Practice Videos

Video #	Video Titles
Video 1	How to Administer Items
Video 2	How to Administer the SRC and Implement the ESR
Video 3	How to Administer a Level 2 Writing Prompt
Video 4	How to Administer a Level 3 Writing Prompt

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)



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

TC Checklist

msaa		Test Coordinator Checklist	
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, 16-27, 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>	27	
10.	Report inappropriate test practices in accordance with state policy.	27	
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, 27	
12.	Ensure that all tests have been submitted or closed by 8:00 pm ET on May 1, 2020.	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, 27	
14.	Securely shred all printed copies of the Test, DTA, scoring rubrics, braille cards, and student work (e.g., writing materials, etc.).	27	

MSAA Test Administration Manual (TAM), 2020

44

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

Tip!
TAM, p. 44

Test Coordinator Checklist



Test Coordinator Checklist

MSAA Test Administration Manual (TAM), 2020

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, 16–27, 36–38	
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After Test Administration					TAM Pg.	✓ Done
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14. Securely shred all printed copies of the Test, DTA, scoring rubrics, braille cards, and student work (e.g., writing materials, etc.).					27	

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

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

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

Early Stopping Rule (ESR)

Criteria:

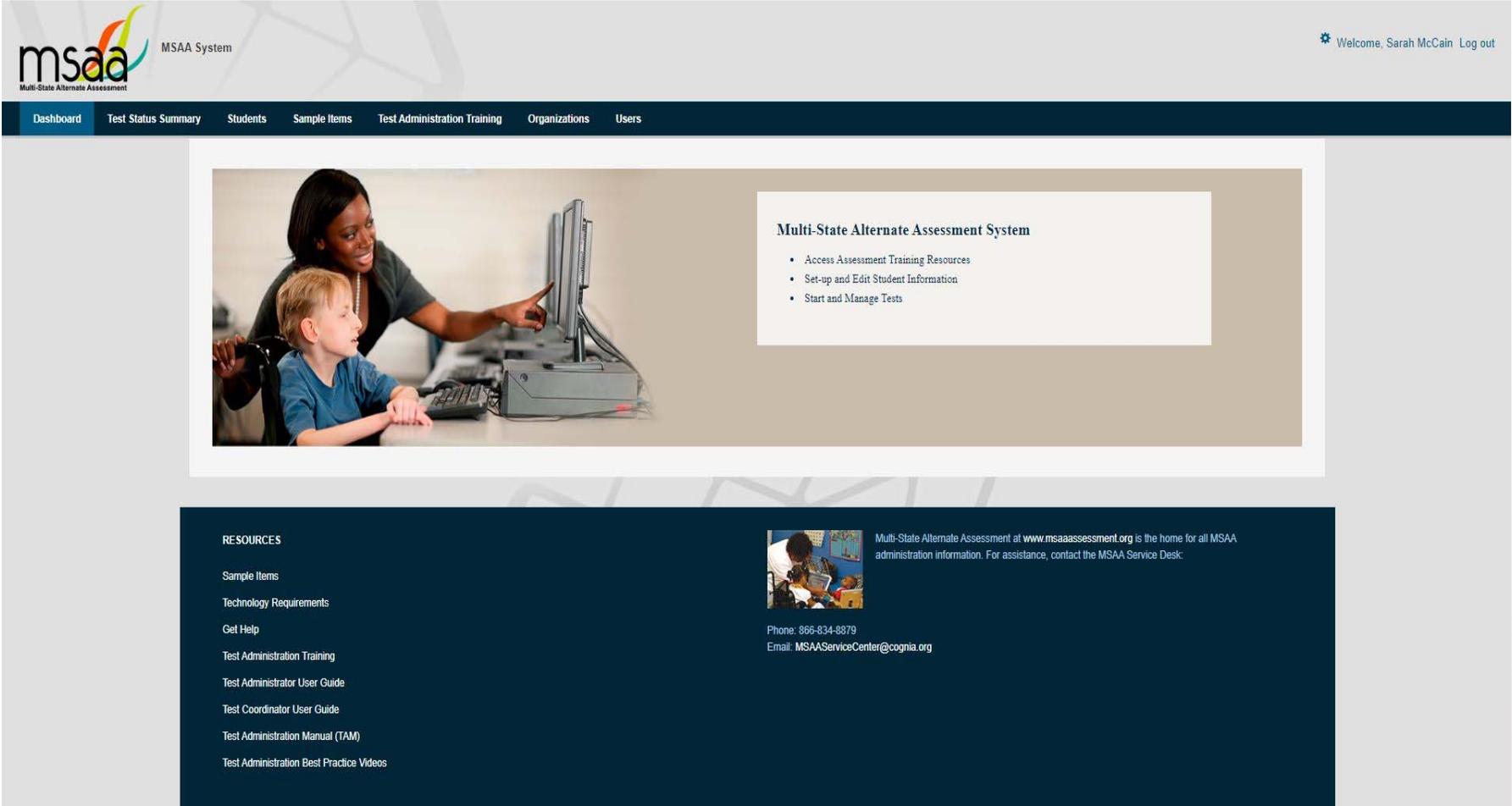
- If the student did not display an observable response during the SRC
 - AND the TA administered the first four test items in either mathematics or ELA
 - AND the student's response was not observable to any of the first four test items
- Actions:
 - Then the TA completes the SRC by checking “Other”, 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.

Navigating the MSAA System



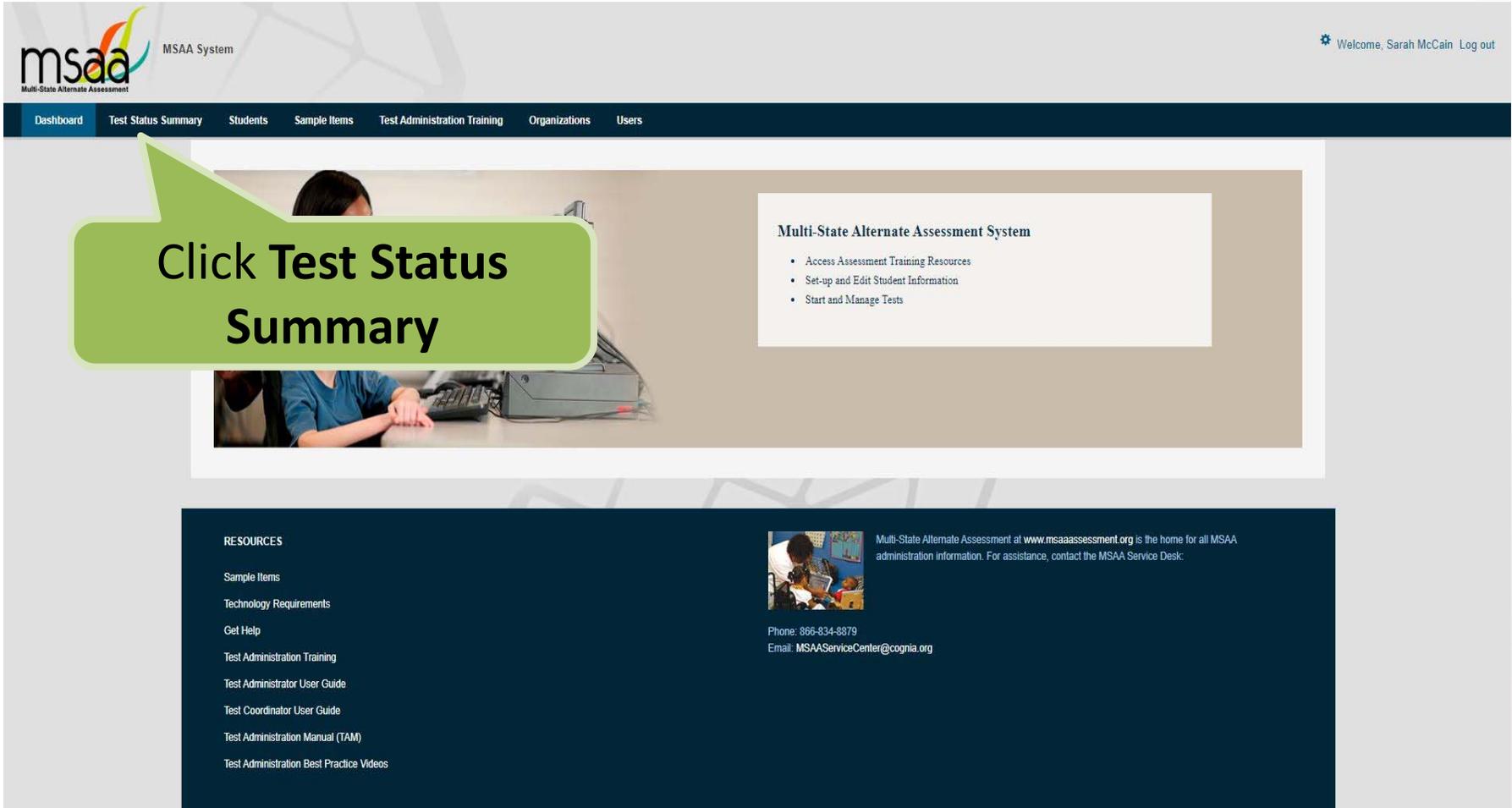
Dashboard

TC & TA access to the MSAA System begins Mon., 3/2/20



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, Sarah McCain Log out". Below the logo is a navigation menu with items: Dashboard, Test Status Summary, Students, Sample Items, Test Administration Training, Organizations, and Users. The main content area features a large image of a woman pointing at a computer monitor while a young boy looks on. To the right of the image is a box titled "Multi-State Alternate Assessment System" with a bulleted list: "Access Assessment Training Resources", "Set-up and Edit Student Information", and "Start and Manage Tests". Below this is a "RESOURCES" section with links to "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 person at a computer, with 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: 866-834-8879" and "Email: MSAAServiceCenter@cognia.org".

Test Status Summary



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 is a user greeting: 'Welcome, Sarah McCain Log out'. Below this is a dark navigation bar with the following menu items: Dashboard, Test Status Summary, Students, Sample Items, Test Administration Training, Organizations, and Users. The 'Test Status Summary' item is highlighted. A large green callout box with a white border and a pointer to the 'Test Status Summary' menu item contains the text 'Click Test Status Summary'. The main content area features a large image of a person at a computer. To the right of the image is a white box titled 'Multi-State Alternate Assessment System' containing a bulleted list: 'Access Assessment Training Resources', 'Set-up and Edit Student Information', and 'Start and Manage Tests'. At the bottom of the dashboard is a dark blue footer area. On the left, under the heading 'RESOURCES', is a list of links: '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'. On the right, there is a small image of a person at a computer, followed by the text: 'Multi-State Alternate Assessment at www.msaaassessment.org is the home for all MSAA administration information. For assistance, contact the MSAA Service Desk.' Below this is contact information: 'Phone: 866-834-8879' and 'Email: MSAAServiceCenter@cognia.org'.

Screen shots are for illustrative purposes only and may not be an exact representation of live screen

Test Status Summary – A Closer Look

**NEW FOR
2020**

Test Status Summary by Organization **Test Status Summary by Test**

State: Sample (14) ▾

District: NVDistrict-QA (15) ▾

School: All (15) ▾

Download

Test Name	Students Registered	Started Today	Completed Today	Status
OP.ELA.Gr03	4	0	0	
OP.ELA.Gr04	2	0	0	
OP.ELA.Gr05	5	0	0	

Screen shots are for illustrative purposes only and may not be an exact representation of live screen



Test Status Summary – A Closer Look

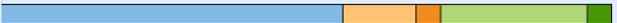
**NEW FOR
2020**

Test Status Summary by Organization
Test Status Summary by Test

Test Status Summary by Organization

State:

District:

Organization Name	Assigned Tests	Started Today	
Matt Test 1	0	0	
Matt Test 2	0	0	
NVSchool1	25	0	
QA_School1	0	0	

Status

- Not Started - Tests that have not been launched
- In Progress (Paused) - Tests that have been started but are paused and can be resumed
- In Progress (Locked) - Tests currently in use online
- Submitted - Tests that have been completed and submitted
- Closed - Tests closed by a TC

Test Status Summary – A Closer Look

**NEW FOR
2020**

Test Status Details

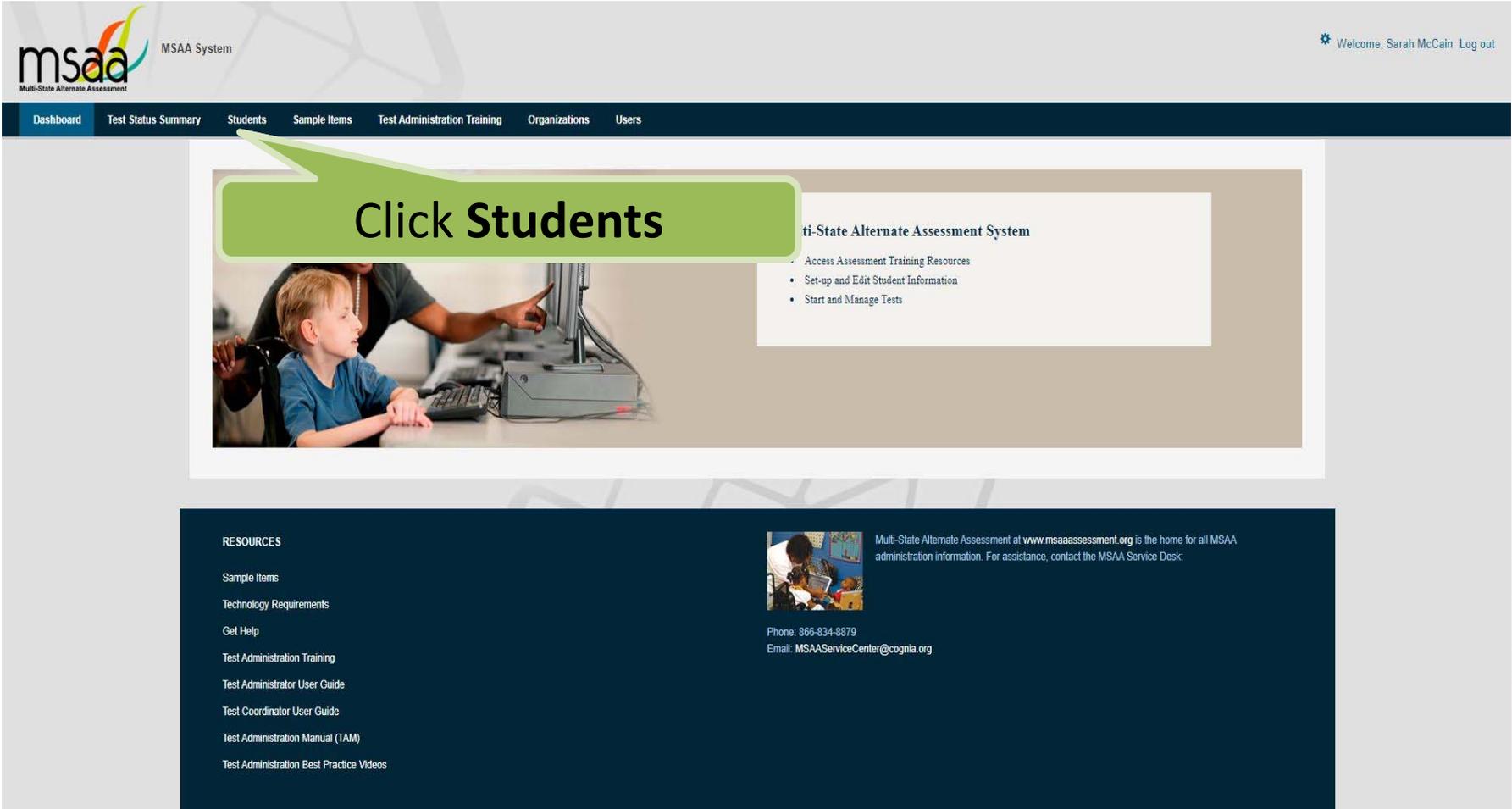
Organization NVDistrict-QA (15)

Download

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



Students



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 is a user greeting: 'Welcome, Sarah McCain Log out'. Below this is a dark navigation bar with the following menu items: Dashboard, Test Status Summary, Students, Sample Items, Test Administration Training, Organizations, and Users. A green callout box with a white arrow points to the 'Students' menu item. The callout box contains the text 'Click Students'. Below the navigation bar is a large banner area. On the left side of the banner is a photograph of a young boy sitting at a desk with a computer, looking at the screen. On the right side of the banner is a white box with the title 'Multi-State Alternate Assessment System' and a bulleted list of features: 'Access Assessment Training Resources', 'Set-up and Edit Student Information', and 'Start and Manage Tests'. Below the banner is a dark blue footer area. On the left side of the footer is a 'RESOURCES' section with a list of links: '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'. On the right side of the footer is a small photograph of a person working 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: 866-834-8879', and 'Email: MSAAServiceCenter@cognia.org'.

Screen shots are for illustrative purposes only and may not be an exact representation of live screen

Students – A Closer Look

The screenshot shows the 'Students' page in the MSAA system. At the top is a navigation bar with 'Students' selected. Below it is a breadcrumb 'HOME / STUDENTS /'. The main heading is 'Students'. A green callout bubble points to the table headers, stating: 'Student ID, assigned Test Name, and Test Status will be displayed'. Below the heading is a filter input with 'BT School' and buttons for 'Go' and 'Clear Filters'. A 'Download' button is on the right. The table has columns: Student ID (system-generated), Student ID (state-issued), Organization, Student Information, Test Name, Test Status, Test Administrator, and Actions. A red box highlights the first three columns. A green callout bubble points to the first 'Student ID' cell, stating: 'Click Student ID'. The table contains two rows of student data.

Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	Actions
4	101011	BT School	test1 student1 Grade 6	TA Final Quiz - OLD 2019 Form 1	Not Started	Lynn Sheehy (32657)	Actions ▼
4			test1 student1 Grade 6	TA Final Quiz - OLD 2019 Form 1	Not Started		Actions ▼

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Sample Items



The screenshot shows a dark blue navigation bar with a list of resources on the left. The 'Sample Items' link is highlighted with a red box. A green callout box with a white border and a pointer to the 'Sample Items' link contains the text 'Click Sample Items'. To the right of the navigation bar is a small photo of a person at a computer, followed by contact information for the MSAA Service Desk.

RESOURCES

- Sample Items
- Technology Requirements
- Get Help
- Test Administration
- Test Administrator
- Test Coordinator User Guide
- Test Administration Manual (TAM)
- Test Administration Best Practice Videos

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

Phone: 866-834-8879
Email: MSAAServiceCenter@cognia.org

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Sample Items (cont.)

MSAA Sample Items

Use the "Actions" dropdown in the table below to

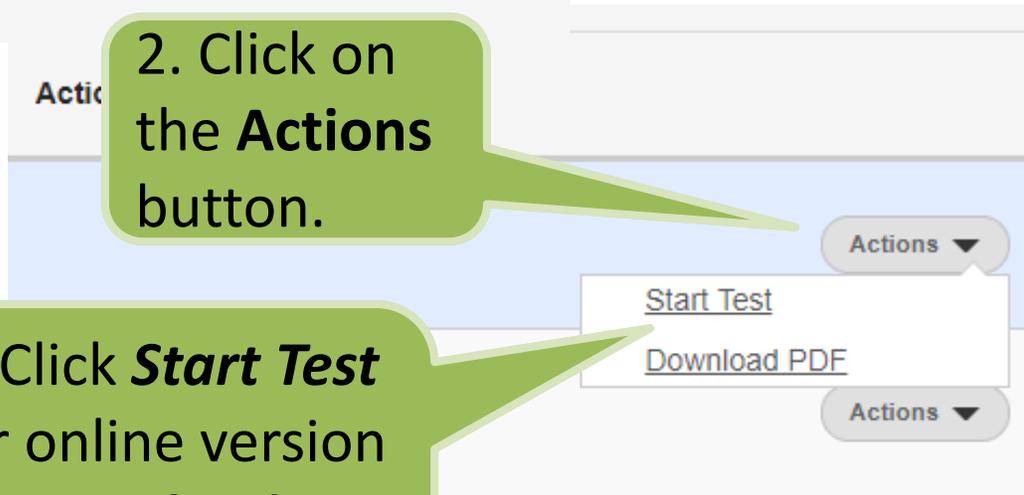
DTA Download:

- [Sample Items' DTAs](#)

1. Download the Sample Items DTAs.

2. Click on the **Actions** button.

3. Click **Start Test** for online version or **Download PDF** for paper version.



Screenshots are for illustrative purposes only and may not be an exact representation of live screen.

Sample Items (cont.)

- Online view of Sample Items

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

Activity	Number of votes
Biking	3
Drawing	1
Reading	2

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

Activity	Number of votes
----------	-----------------

Assessment Features

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

Session 1 (Section 1) / Item 1 of 3

Next

Bookmark Items Full Screen Help Save & Exit

Screenshots are for illustrative purposes only and may not be an exact representation of live screen.

Organizations

msaa Multi-State Alternate Assessment MSAA 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 ▾

Click Organizations

Accessibility Features



Timing and Scheduling

- Every student is different and has varying degrees of stamina and ability to stay on task.
 - TAs may pause testing to take a break at any time. A Test session for a student may consist of one or two items at a time, or 10 or more items.
 - The Test is not timed and can be paused for a variety of reasons, including frustration, lack of engagement, refusal to participate, or sickness.
 - The TA may pause and resume the administration of the Test as often as necessary during the whole administration window. A break may consist of a few minutes to a few days, depending on the student's needs.

Flexibility in Presentation and Response Mode

- TAs should plan for appropriate
 - Presentation mode
 - Response mode
 - Supplemental materials
- TAs should administer the MSAA Sample Items

Accessibility Features in the MSAA Online System

- MSAA Accessibility 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

Important Dates & Next Steps



Important Dates

Date	Activity
January 17	Initial Form Assignment Complete
January 22 – 24	Initial Order Generation (including braille)
February 24 – 28	User Accounts Created & Welcome Emails Sent
March 2	TC & TA access to the MSAA System Begins Training Modules & Best Practice Videos Go Live
March 16 – May 1	Test Administration Window
April 29	Last Day to Submit Requests for <ul style="list-style-type: none">• Grade Reassignments• Reopen Closed Tests
July 20 – Sept. 11	Download Score Reports

MSAA Service Center

MSAA Service Center Contact Information

Phone (866) 834-8879

Email MSAAServiceCenter@cognia.org



**Live
Chat**

Link at the bottom of the MSAA System Dashboard

6 a.m. – 8 p.m. ET
Monday – Friday



Next Steps

- Watch for your Welcome Email the week of 2/24/20
- Beginning Mon., 3/2/20, 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!

