

Multi State Alternate Assessment

English Language Arts (ELA) and Math

Winter Assessment Workshop 2019

Welcome

This training will provide Test Administrators (TAs) and Test Coordinators (TC) an overview of the administration of the MSAA. The primary focus will be on

- providing the roles and responsibilities of the TA,
- sharing important resources, including assessment documents, and
- reviewing the steps needed to access and administer the MSAA.

MSSAA Accommodations

- Assistive Technology
- Paper Version
- Scribe
- Sign Language
- Large Print
- Braille

Accommodations and Modifications

Accommodations/Modifications/Supplementary Aides and Services	Frequency	Location	Duration
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

State Assessment Accommodations

**Smarter Balanced
ELA (Gr 3-8 & 11):**

Test:

**Smarter Balanced
Math (Gr 3-8 & 11):**

Test:

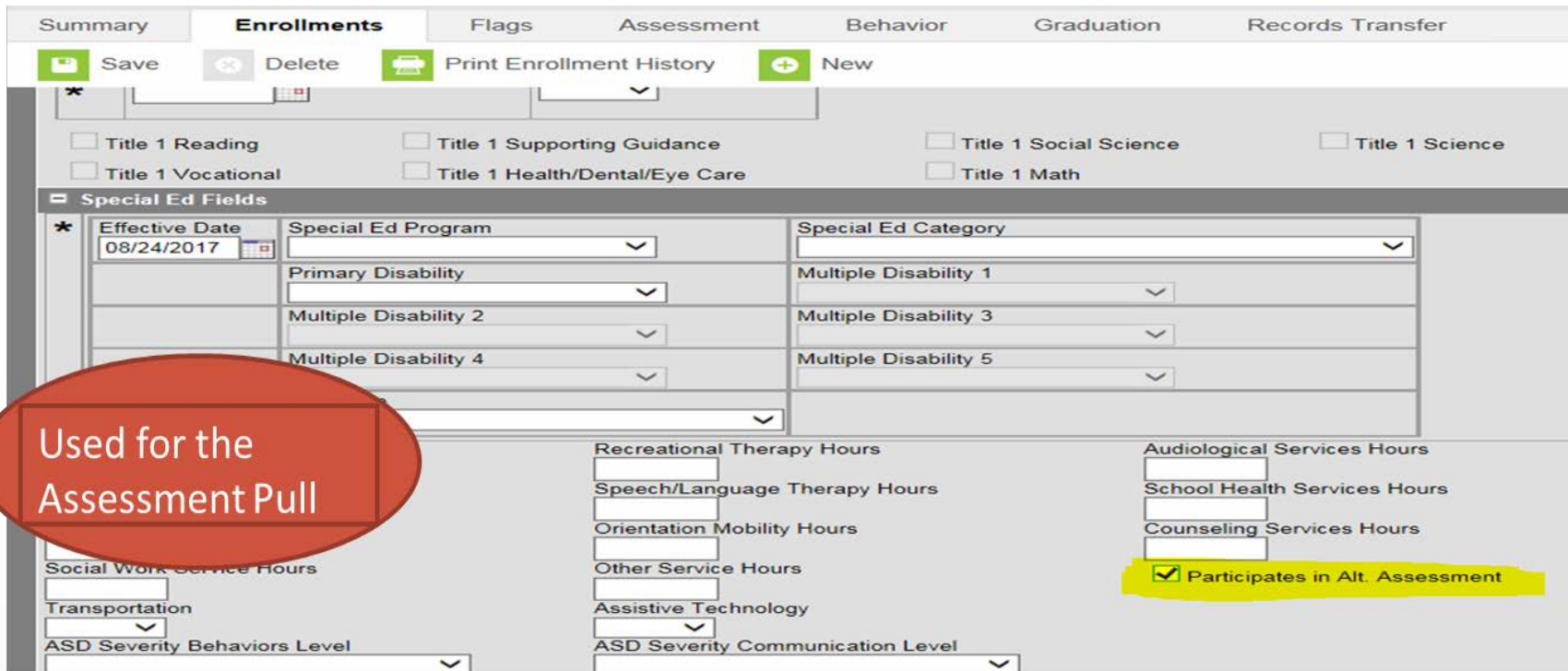
**Dakota STEP
Science (Gr 5, 8 & 11):**

Test:

* MSSAA (ELA and Math) Assessment and South Dakota Science Alternate (SDS-A)
Accommodations for both instruction and assessment must be documented.

Must be written into the IEP on the Instructional And Statewide Section

If yes, student will take the alternate assessment,
Staff notify the campus person
Campus person will go to the enrollment tab
Check the box "Participate in the Alt Assessment"



Summary **Enrollments** Flags Assessment Behavior Graduation Records Transfer

Save Delete Print Enrollment History New

Title 1 Reading Title 1 Supporting Guidance Title 1 Social Science Title 1 Science
 Title 1 Vocational Title 1 Health/Dental/Eye Care Title 1 Math

Special Ed Fields

Effective Date	Special Ed Program	Special Ed Category
08/24/2017		
	Primary Disability	Multiple Disability 1
	Multiple Disability 2	Multiple Disability 3
	Multiple Disability 4	Multiple Disability 5

Recreational Therapy Hours
Speech/Language Therapy Hours
Orientation Mobility Hours
Other Service Hours
Assistive Technology
ASD Severity Communication Level

Audiological Services Hours
School Health Services Hours
Counseling Services Hours

Social Work Service Hours
Transportation
ASD Severity Behaviors Level

Participates in Alt. Assessment

Used for the
Assessment Pull

Overview of the Test

- Assesses two content areas
 - English Language Arts (ELA)
 - Reading
 - Writing
 - Mathematics
- Aligned to State Content Standards and MSAA Core Content Connectors (CCCs)
- Grades 3-8 and grade 11 (once in high school)

Overview of the Test (cont.)

- **One-to-one test administration**
- Administered by a trained Test Administrator
- Formats (same assessment; the format is determined by what is appropriate for student)
 - Computer based format
 - Paper based format (downloaded from platform)
 - Test administrator enters student responses in online platform

Types of Administration:

1. Computer, laptop, or tablet administration



2. Paper Version administration
3. Hybrid administration (some computer, some paper)

NOTE: *Students benefiting from the Paper or Hybrid administration would also need the Paper Version and Scribe Accommodation documented in their IEP.*

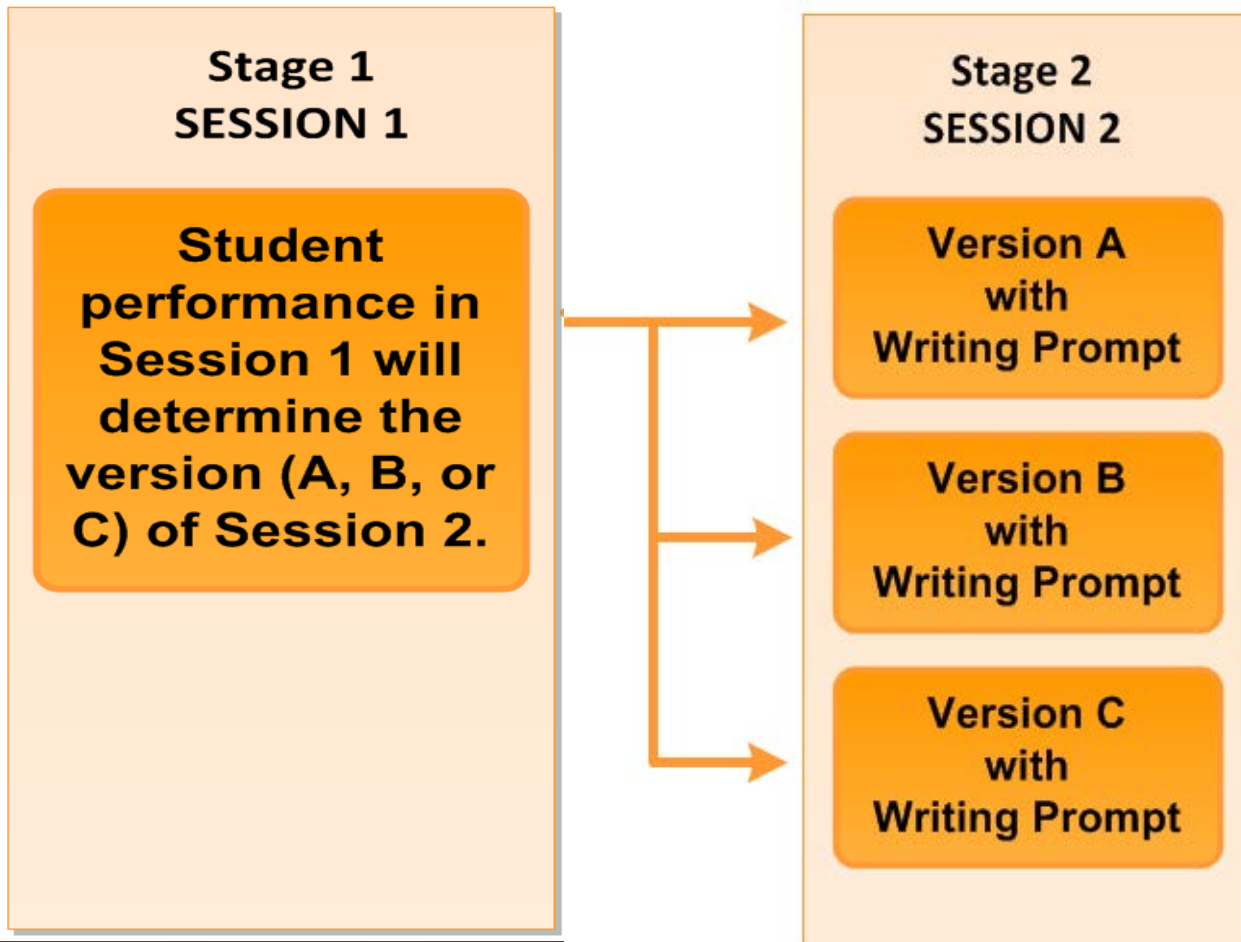
MSAA Item Types

- Selected-Response: ELA and Mathematics
- Constructed-Response: Mathematics
- Writing Prompt: ELA –
 - Sentence Starters
 - Blank Template

Stage Adaptive Design

- MSAA provides students a test experience that assigns the second session of the assessment 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 ELA and Math Stage Adaptive Design (All Grades)



TEST ADMINISTRATION

- **MSAA State Coordinators** page contains state contact information and links.
- **South Dakota's State Specific Policy Documents** can be located via the state link under *Test Administration*.

State MSAA Coordinators

Chris Booth

Christina.Booth@state.sd.us

605-773-6156

Stacey Meyer

Stacey.Meyer@state.sd.us

605-773-3219

MSAA Technical Support

- Refer to the **MSAA Technical Support** document for support guidelines and contact information.

MSAA Technical Support

MSAA Service Center 📞 Phone: (866) 834-8879 📧 E-mail: MSAAServiceCenter@measuredprogress.org

The Service Center for the MSAA is available to Test Administrators (TAs) and Test Coordinators (TCs) from 7 am–8 pm ET (5pm PT), Monday–Friday during the registration, administration, and reporting windows. Outside these specified windows, the Service Center is available 8 am–5 pm ET (3 pm PT) to answer questions about: (1) the MSAA Online Assessment System and (2) test administration procedures. Use this chart to determine the right resource to support your MSAA needs.

Test Administrators: Contact your Test Coordinator when...

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 [MSAA Dashboard](#)).

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 MSAA Service Center 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 [MSAA Dashboard](#)), 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
- A student’s grade level is incorrect

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 in which it occurred. Include the following:

- Your **contact information** (name, school or district, school, phone number, and email address)
- Student name**, if applicable, and student ID number when calling (Do not provide student information (name) when e-mailing an inquiry)
- Any **error messages** that appeared
- Operating system and browser information**

Test Coordinators: Contact your State MSAA Coordinator 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 e-mail 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

Important Dates

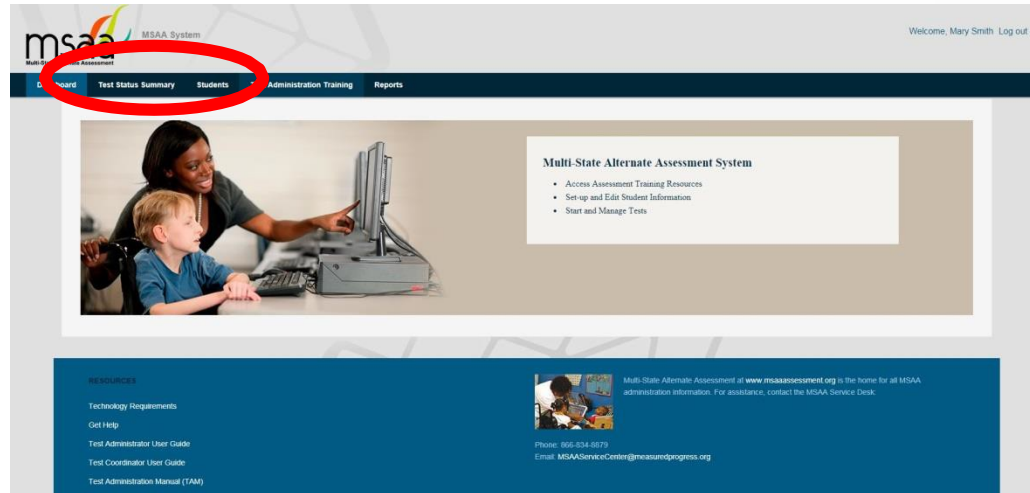
Test Administration Window	
Action	Date(s)
MSAA Administration Window Opens	March 18, 2019 at 8:00 am ET
Last Day to Submit Requests <ul style="list-style-type: none"> • Grade Reassignments • Reopen Closed Tests 	April 30, 2019
End of Test Survey (EOTS) <i>Complete one EOTS <u>after</u> both Content Area Tests are submitted and/or closed for <u>all</u> Students listed under the TA's Students tab.</i>	March 18–May 3, 2019
MSAA Administration Window Closes <i>All tests must be submitted or closed by 8:00 pm ET.</i>	May 3, 2019 at 8:00 pm ET

DOCUMENTS

MSAA System User Guide for Test Administrators



Test Administration Manual
March 18–May 3, 2019



The screenshot shows the MSAA System user interface. The top navigation bar includes links for Dashboard, Test Status Summary, Students, Administration Training, and Reports. The 'Students' link is circled in red. Below the navigation bar is a banner image of a woman assisting a child with a computer. To the right of the image is a box titled 'Multi-State Alternate Assessment System' with a bulleted list of links: 'Access Assessment Training Resources', 'Set-up and Edit Student Information', and 'Start and Manage Tests'. At the bottom, there is a 'RESOURCES' section with links for 'Technology Requirements', 'Get Help', 'Test Administrator User Guide', 'Test Coordinator User Guide', and 'Test Administration Manual (TAM)'. On the right side of the resources section, there is 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: 605-834-6279', and 'Email: MSAAServiceCenter@measuredprogress.org'.

Directions for Test Administration (DTAs)



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 (DTAs)

- Only accessible after Test Administrator passes training modules with at least an 80%
 - Stage 1 available right away after passing
 - Stage 2 available after student completes Stage 1
- Provides the scripts, instructions, and manipulatives that must be used for test administration
 - Information provided for each item of test

TESTING COORDINATOR AND ADMINISTRATOR REQUIREMENTS

Who Is Responsible?

Test Coordinator

Provides oversight and ensures assessment is administered as intended.

- Share with special education criteria and assessment dates
- Pre-Assessment Modules **(March 4)**
- **Ensure MSAA is administered securely and appropriately.**
- Pull reports from MSAA site when notified.

Test Administer

Certified and licensed teacher who works with student

- Pre-Assessment Modules **(March 4)**
- Must pass with 80% accuracy
- Will work one on one with student to complete the assessment
- Complete assessment by May 3, 2019

TC Training Modules

Module #	Module Titles
Module 1	MSAA Overview
Module 2	Test Design and Experience
Module 3	Navigating the MSAA Online Assessment System
Module 4	Completing the Student Information
Module 5	Creating Users and Orgs
Module 6	Student Response Check and Early Stopping Rule

WANTED

Alternate Assessment District Testing Coordinator

State will contact the district in February to identify who will be the alternate assessment designated testing coordinator

- Special Education Director
- District Testing Coordinator
- Other

When can I access the account?

- February, we will receive who the designated TC is for the district.
- Once the TC information is loaded, then the TC will receive email to enter the system.
- TC will then enter all building TC and TA.

Test Administrator Responsibilities

- Before:
 - Student Profile (i.e., Demographics, LCI, Accommodations SRC)

- During:
 - Test Security
 - DTA
 - Accommodations

- After Testing
 - Submit Test
 - Complete After Test Accommodations
 - Complete One End of Test Survey (ETS)
 - Shred testing materials

Before Test Administration						
Test Administrator Tasks					TAM Page	
Activate TA account. <i>TAs receive an auto-generated login user name and password from MSAAServiceCenter@measuredprogress.org. Open a web browser and enter TA's e-mail address, enter the password provided, and click "Log In." Refer to the section titled, "How to Access the MSAA Online Assessment System" in the MSAA Online Assessment System User Guide for Test Administrators for directions on how to activate your TA account.</i>						N/A
Consult district/school technology personnel (and the MSAA Service Center as needed) to: <ul style="list-style-type: none"> • Ensure that the online MSAA Online Assessment System is accessible and functioning on the computer or device that assigned students are using for testing • Troubleshoot technology issues <i>Refer to Appendix B, titled "Technology Requirements" in the MSAA Online Assessment System User Guide for Test Administrators for specific information on supported browsers and operating systems.</i>						2
Review State-Specific Policy Links and Contact Information.						1
Download the documents needed for administration.						6
Sign and submit state-specific test security and confidentiality forms. <i>Refer to State-Specific Policy Information and/or State MSAA Coordinator.</i>						1
Ensure that student meets state participation criteria and IEP team decision has been documented for Grade 3 students, new students, and/or transfer students.						1, 7
Complete MSAA test administration training:						9
<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"/> Mo	
Test Administrator Tasks					TAM Page	
Confirm the student demographic information and complete the following forms: <ul style="list-style-type: none"> • Learner Characteristics Inventory (LCI)* • Accommodations: Before Test* • Student Response Check (SRC)* <i>*These tabs are located in the student's profile area in the MSAA Online Assessment System. Refer to the section titled "Before Testing" in the MSAA Online Assessment System User Guide for Test Administrators for more information.</i>						6, 8, 24, 39-40
Create a comfortable and secure testing environment. <i>TAs must provide each student with an appropriate testing environment during every testing session. Optimal testing conditions must be provided for every student before and during the test administration.</i>						19, 25

Who Can Be A TA?

- A certified and licensed educator familiar with the student, typically the student's teacher, who has completed the required MSAA Test Administration Training and the end-of-module quizzes, and has passed the Final Quiz with at least an 80%, can administer the Test.
- A long-term substitute who is a certified and licensed educator, has completed the required MSAA Test Administration Training and end-of-module quizzes, and has passed the Final Quiz with at least an 80%, can administer the Test.

TA- Training Requirements

Module #	Module Titles
Module 1	MSAA Overview
Module 2	Test Design and Experience
Module 3	Navigating the MSAA Online Assessment System
Module 4	Completing the Student Information
Module 5	Accessibility Features and Accommodations
Module 6	Student Response Check and 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 Security Agreements

- Must be signed by all Test Coordinators and Test Administrators after taking all online training and before working with students in the MSAA system
- Found at this address:
<https://www.surveymonkey.com/r/MSAA2019>

FEATURES OF THE MSAA SYSTEM

Built-In Supports

- Entire test can be read aloud
- Use of Manipulatives
- Pictures and graphics support what is read
- Use of models and demonstrations
- Common geometric shapes and smaller numbers in math test

Features a Test Administrator Can Enable on the Computer

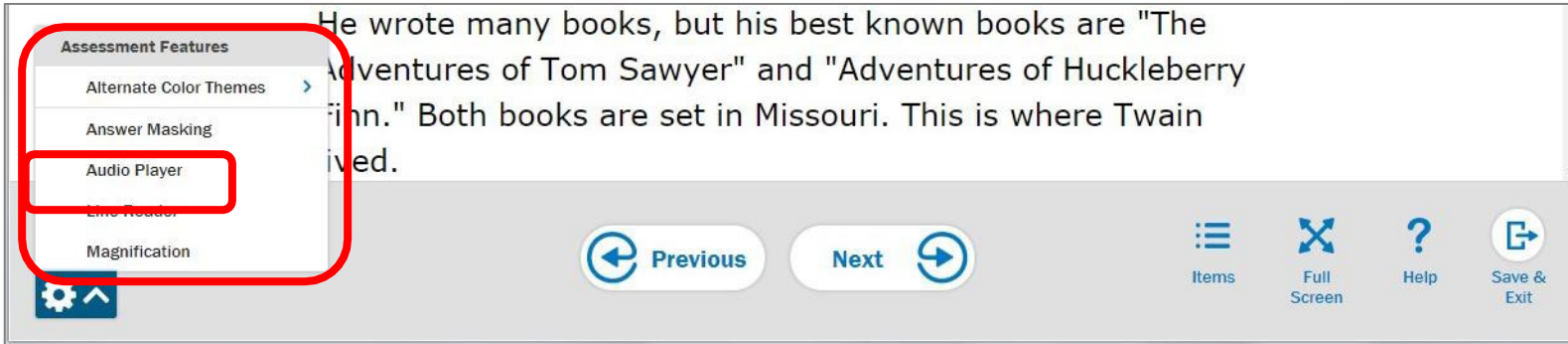
Appendix A: Accessibility

The following table summarizes available assessment features and the means to provide the feature to the student.

Feature	Embedded in NCSC Assessment System	Browser	Operating System	TA
Answer Masking NCSC Assessment System supports answer masking. Answer masking allows students/TAs to electronically cover and reveal individual answer options as needed	✓			✓ (for paper version)
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.	✓			
Background/Font Color (Color Contrast) The student or TA changes the onscreen background and/or font color based on need or preference.	✓		✓	
Increase Size of Text and Graphics Computers provide a zoom in or zoom out function. Projection systems or video magnifiers may be used to increase size based on individual student needs.		✓	✓	
Increase Volume Computers allow the user to adjust the volume on its speakers		✓	✓	

Feature	Embedded in NCSC Assessment System	Browser	Operating System	TA
Line Reader Tool NCSC Assessment System supports Line Reader. The entire item is shaded to allow focused attention to one or a few lines at a time.	✓			
Magnification – being developed in NCSC Assessment system (TBD)	✓			
Read Aloud and Reread Item Directions, Response Options, Passage The TA may read the directions, response 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, i.e., no paraphrasing or variation of speed to emphasize words in ways that provide hints as to correct or incorrect responses.				✓


Activating Features in the MSAA System





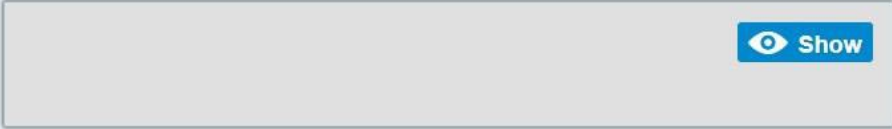

The screenshot displays the MSAA system interface. On the left, a sidebar menu titled "Assessment Features" is visible, with a red box highlighting the "Audio Player" option. The main content area shows a text passage: "He wrote many books, but his best known books are 'The Adventures of Tom Sawyer' and 'Adventures of Huckleberry Finn.' Both books are set in Missouri. This is where Twain lived." Below the text, there are navigation buttons: "Previous", "Next", "Items", "Full Screen", "Help", and "Save & Exit".

Answer Masking Assessment Feature

How many dollars did Connie earn by washing 3 cars?

\$10 

Sample Items

Sample Math Items - Gr6 / Section 1 / Item 2 of 3



Background/Font Color (Color Contrast) Assessment Feature



Line Reader Assessment Feature

This item is about solving a problem using a ratio.

June learned 6 new vocabulary words for every chapter she read. This is a ratio of 6 to 1.

$$6 : 1$$

June learned 60 new vocabulary words.

How many chapters did June have to read to learn 60 new vocabulary words?

3 chapters

6 chapters

10 chapters

Sample Items

Sample Math Items - Gr6 / Section 1 / Item 1 of 3



Next 



Bookmark



Items



Full
Screen



Help



Save &
Exit

Magnification Assessment Feature

How many chapters did June have to read to learn 60 new vocabulary words?

Sample Items

Sample Math Items - Gr6 / Section 1 / Item 1 of 3



Next



Bookmark



Items



Full
Screen



Help



Save &
Exit

Read Aloud Assessment Feature

Read Aloud and Reread Item Directions, Response Options, Passage The TA may read the directions, response 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, i.e., no paraphrasing or variation of speed to emphasize words in ways that provide hints as to correct or incorrect responses.

Accommodations

- Accommodations are changes in the materials or procedures of the assessment that do not alter what is being measured.



NOTE: Accommodations **must** be included in the students' IEP.

Allowable Accommodations

- Assistive Technology
- Paper Version of Test
- Scribe
- Sign Language
- Large Print
- Braille

I am in the online system, now what?

MSAA PLATFORM

Where to start

Receiving your welcome email

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

From: MSAAServiceCenter@measuredprogress.org
Subject: Important Information from the MSAA System

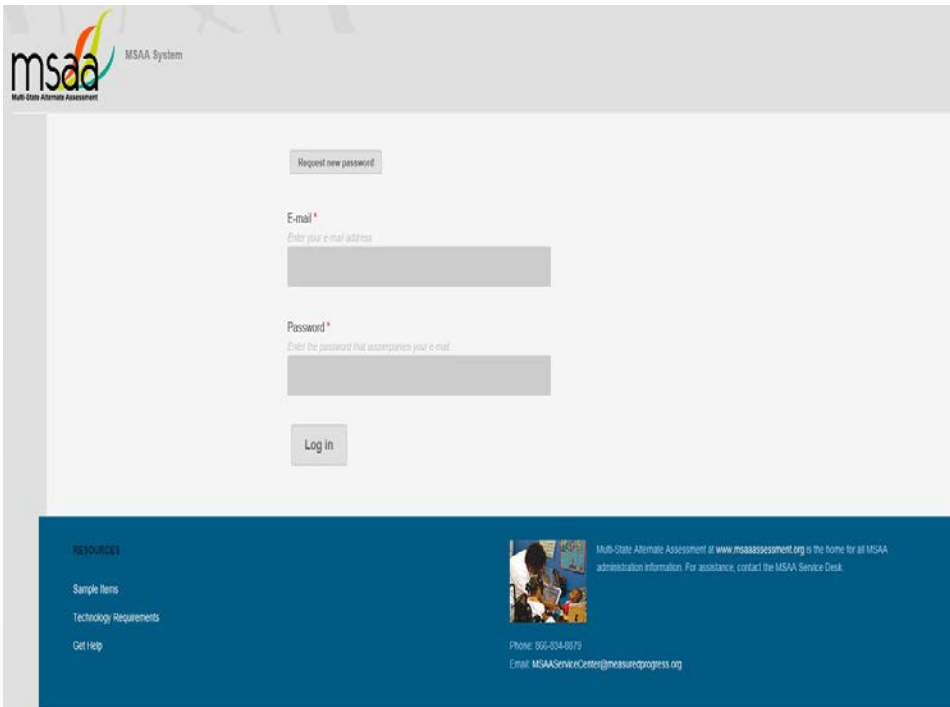
Click the link in the welcome email to gain access to the MSAA Online Assessment System. You will be asked to create a new password for your account. Please note that the password link in the welcome email can **only be used once**.



NOTE: Add "MSAAServiceCenter@measuredprogress.org" to your district's filter safe list.

Access the MSAA System

- Once the TAs user account is created and a password is created, access the MSAA System by using the URL <https://www.msaaassessment.org>

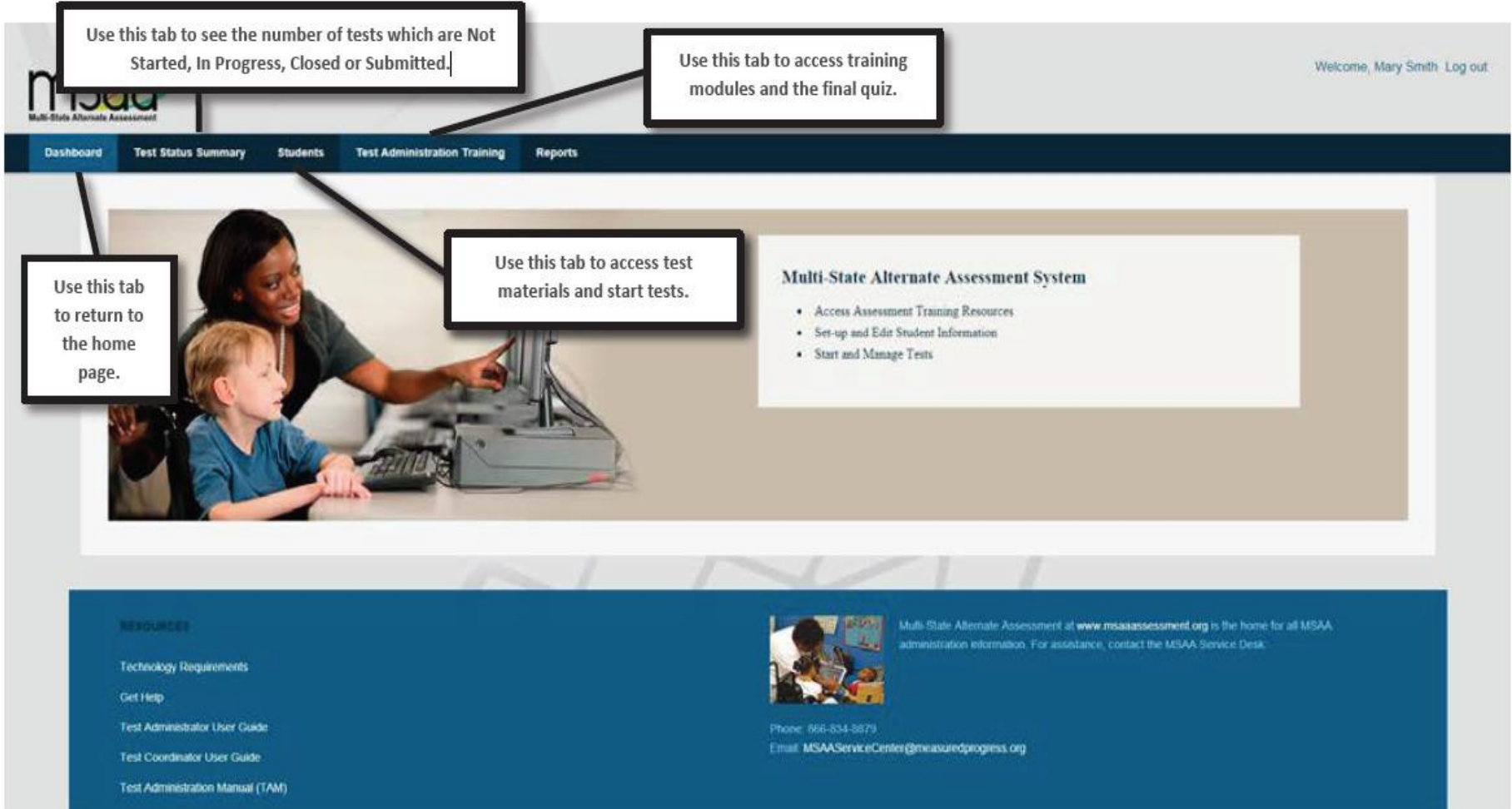


The screenshot shows the MSAA System login page. At the top left is the MSAA logo with the text "MSAA System" and "Multi-State Alternate Assessment". Below the logo is a "Request new password" button. Underneath are two input fields: "E-mail *" with the placeholder "Enter your e-mail address" and "Password *" with the placeholder "Enter the password that accompanies your e-mail". A "Log in" button is located below the password field. At the bottom of the page, there is a blue footer containing the text "RESOURCES", "Sample Items", "Technology Requirements", and "Get Help". To the right of this text is a small image of a person and 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 the phone number "Phone: 605-254-9079" and the email address "Email: MSAAServiceCenter@measureprogress.org".



NOTE: Book mark this page!

Access the MSAA System-Dashboard



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

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

Welcome, Mary Smith Log out

msaa
Multi-State Alternate Assessment

Dashboard Test Status Summary Students Test Administration Training Reports

Use this tab to return to the home page.

Use this tab to access test materials and start tests.

Multi-State Alternate Assessment System

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

RESOURCES


Technology Requirements

Get Help

Test Administrator User Guide

Test Coordinator User Guide

Test Administration Manual (TAM)



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

Phone: 605-354-5879
Email: MSAAServiceCenter@measuredprogress.org

Access the MSAA System- Test Status Summary



MSAA System

Welcome, Mary Smith Log out

Dashboard

Test Status Summary

Students

Test Administration Training

Reports



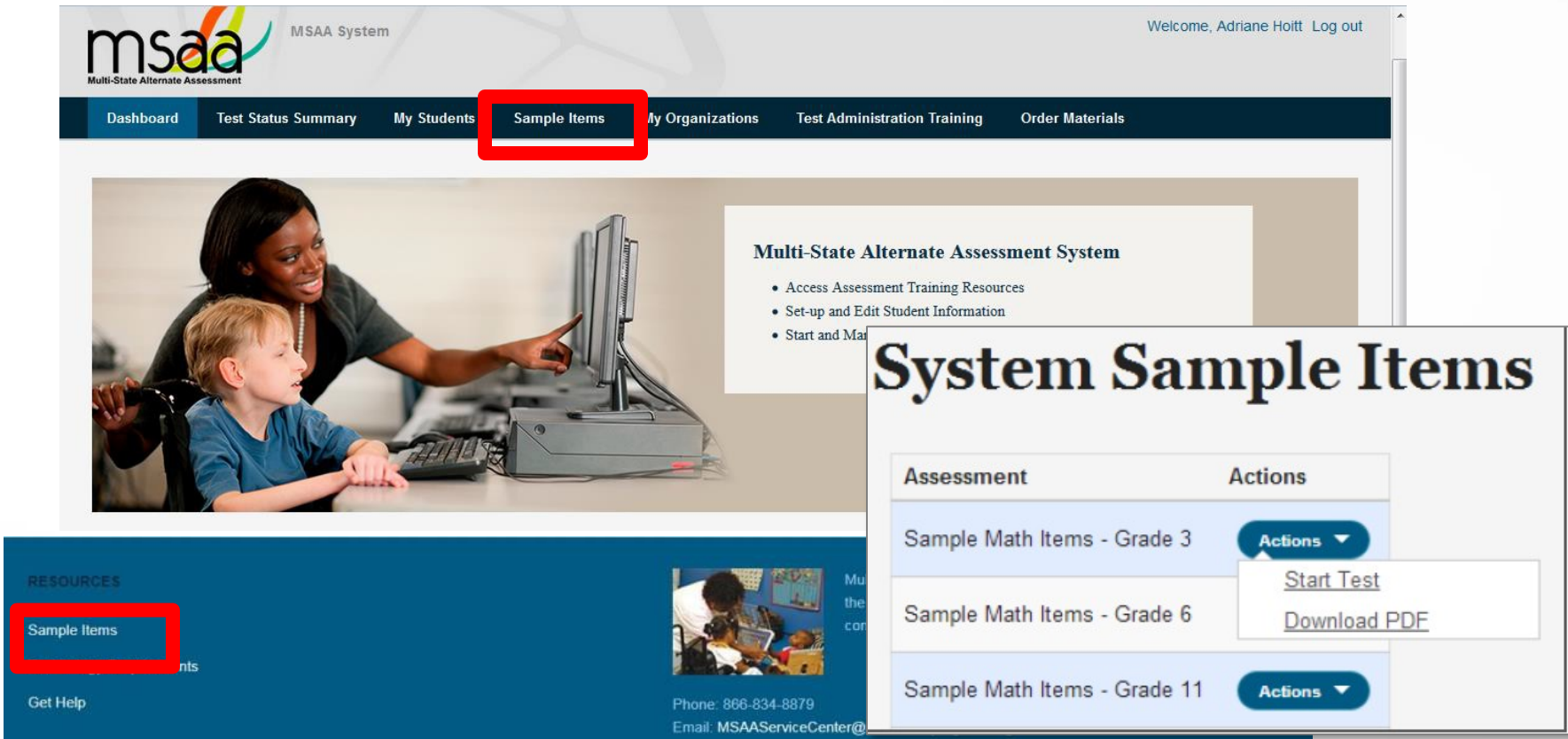
Multi-State Alternate Assessment System

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

Access the MSAA System-Students

Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	Actions
4	NV10013	NVSchool	Student13 Test Grade 3	Math POC Stage Adaptive V3 10 03 2016 Form 1	Paused by	Joseph Luat	Actions ▼
4	NV10013	NVSchool	Student13 Test Grade 3	Math POC Stage Adaptive V3 10 03 2016 Form 1	Paused by	Joseph Luat	Actions ▼
5	NV10014	NVSchool	Student14 Test Grade 4	Math POC Stage Adaptive V3 10 03 2016 Form 1	In Progress with	Testing QA	Actions ▼

Access the MSAA System- Sample Items



The screenshot shows the MSAA System website interface. At the top left is the MSAA logo (Multi-State Alternate Assessment) and the text "MSAA System". At the top right, it says "Welcome, Adriane Hoitt Log out". A dark blue navigation bar contains several menu items: "Dashboard", "Test Status Summary", "My Students", "Sample Items" (highlighted with a red box), "My Organizations", "Test Administration Training", and "Order Materials". Below the navigation bar is a large banner image of a teacher and a student at a computer. To the right of the image is the heading "Multi-State Alternate Assessment System" followed by a bulleted list: "Access Assessment Training Resources", "Set-up and Edit Student Information", and "Start and Manage". Below this is a section titled "System Sample Items" which contains a table with columns "Assessment" and "Actions". The table lists three rows: "Sample Math Items - Grade 3", "Sample Math Items - Grade 6", and "Sample Math Items - Grade 11". The "Actions" column for the first two rows has a dropdown menu with "Start Test" and "Download PDF" options. The "Sample Items" link in the bottom left navigation bar is also highlighted with a red box. At the bottom right, contact information is provided: "Phone: 866-834-8879" and "Email: MSAAServiceCenter@".

msaa Multi-State Alternate Assessment

MSAA System

Welcome, Adriane Hoitt Log out

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

Multi-State Alternate Assessment System

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

System Sample Items

Assessment	Actions
Sample Math Items - Grade 3	Actions ▾ Start Test Download PDF
Sample Math Items - Grade 6	
Sample Math Items - Grade 11	Actions ▾

RESOURCES

Sample Items

Get Help

Phone: 866-834-8879
Email: MSAAServiceCenter@

Tool Bar



- **Student Name**
- **Name of Test/Session/Current question # out of total # of questions.**
- **Previous** – moves back one screen.
- **Next**– moves forward one screen.
- **Read Again** – allows the passage/item to be read again.
- **Upload Evidence** – uploads images of student work for the writing prompt.
- **Bookmark** - marks an item to be reviewed at a later time.
- **Items** – provides a summary of the questions that have or have not been answered.
- **Full Screen** – provides full-screen mode for viewing the item.
- **Help** – provides MSAA Service Center phone number.
- **Save & Exit** – saves the test and exits out of the test. Test may be resumed later.
- **Assessment Features Menu** – access accessibility menu (e.g., line reader)

Page Breaks

- Page breaks often split up the questions from the answers. Sometimes not all the choices are on one page.
- Solution?
 - Scroll back
 - Zoom (ctrl + or -)
 - Display the assessment on a promethium or smart board.
 - Smaller Navigation Bar
 - Horizontal display

BEFORE TESTING

Test Administration Training

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

1

Module 1

MSAA Overview

Completed

2

Module 2

Test Design and Experience

Completed

3

Module 3

Navigating the MSAA Online Assessment System

Completed

4

Module 4

Completing the Student Information

Pending

5

Module 5

Accessibility Features and Accommodations

6

Module 6

Student Response Check and Early Stopping Rule

**Must pass
with 80%**

Student Profile

- Demographic Information
- Learning Characteristic Inventory (LCI)
 - Educational
 - Communication
 - Linguistic
- Identify Accommodations
- Conduct Student Response Check (if applicable)

Access Student Profile



MSAA System

Welcome, Mary Smith [Log out](#)

[Dashboard](#) |
 [Test Status Summary](#) |
 [Students](#) |
 [Test Administration Training](#) |
 [Reports](#)



Multi-State Alternate Assessment System

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage 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
4	101010	BT Elementary School	Test qa Grade 5	AutoMathSATest Form 2	Paused by	BT QA (4)	<div data-bbox="1458 928 1758 1035">Menu of actions available for the test</div> Actions ▾ <ul style="list-style-type: none"> Go to Student Profile Start Test Open Test in PDF TA Directions
4	101010	BT Elementary School	Test qa Grade 5	ELA_Grade 3_Stage Adaptive_JK Form 1	Paused by	BT QA (4)	

Student Demographic Information

Demographics	LCI	Accommodations: Before Test	SRC	Accommodations: After Test
------------------------------	---------------------	---	---------------------	--

Please contact your Test Coordinator to make edits to Student Demographic information

Student ID *

First Name *

Last Name *



- Test Administrators can only review
- Contact Test Coordinators with any updates

Student Learner Characteristics Inventory (LCI)

Demographics | LCI | Accommodations: Before Test | SRC | Accommodations: After Test

Save **Cancel**

Student's Primary IDEA Disability
Deaf-blindness

Is your student's primary language a language other than English?
 No
 Yes

Primary Language *
English

Classroom Setting

- Special school.
- Regular school, self-contained special education classroom, some special inclusion (students go to art, music, PE) but return to their special education class for most of school day.
- Regular school, primarily self-contained special education classroom, some academic inclusion (students go to some general education academic classes (reading, math, science) in addition to specials) but are in general education classes less than 40% of the school day).
- Regular school, resource room/general education class, students receive resource room services, but are in general education classes 40% or more of the school day.
- Regular school, general education class inclusive/collaborative (students based in general education classes, special education services are primarily delivered in the general education classes) – at least 80% of the school day is spent in general education classes.



NOTE: All fields are required. A radio button or dropdown menu is available to provide your response.

MSAA – Communication toolkit

- This will assist in providing LCI information.
- NCSC created a “Communication Tool kit” found on this website-
https://wiki.ncscpartners.org/index.php/Main_Page
- Provides strategies to work with students who need a communication system

Accommodations: Before Test

Demographics LCI **Accommodations: Before Test** SRC Accommodations: After Test

Save **Cancel**

Accommodations: Before Test

Before administering the test to a student, select the accommodations on the list below that the student must receive. If the student does not need any accommodations, please select the last box in the list below.

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

Save **Cancel**

REQUIRED!!!!

Check all
boxes that
apply

Figure 8: The Student Response Center (SRC) Flowchart: When to Apply the Early Stopping Rule

START HERE: Does the student use one or more of the following modes of communication consistently?

- Oral and/or computer
- Verbal response to test item
- Touch screen
- Gesture /point
- Circled 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. Selected: all response mode(s) that the student will use during testing of the SRC tasks.

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?

Open the student's ELA and/or Mathematics Test from the Action, shut down the Student page. Administer the 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/school TC and discuss the results of the SRC. **Only VTCs may apply the Early Stopping Rule** and close the test.

NOTE: The TA completes the SRC by checking off the "No Response" in addition to providing a brief explanation.

NOTE: Once the Early stopping Rule is determined appropriate, the TC must close BOTH the ELA and Mathematics Tests.

CONTINUE to administer the MSA tests for both Mathematics, and ELA. The test can be done sequentially due to the Early Stopping Rule.

Student Response Check (SRC)



- Observe the student responding to the task using each mode or response, as appropriate
 - If student uses a mode of response, check this mode on the SRC

NOTE: The use of hand-over-hand or any physical prompt is not considered an observable response because the student is not indicating his/her answer choice in an independent way.

Student Response Check

Demographics LCI Accommodations: Before Test SRC Accommodations: After Test

Save Cancel

Student Response Check to Observe Student Response Mode

Please see pages 30-32 in the [Test Administration Manual](#) for directions.

The purpose of the Student Response Check (SRC) is to ensure that the TA can clearly see and understand which answer a student chooses for a test item. For students who have a clear method of communication and who clearly select their answers to the test questions by either responding verbally or using assistive technology (AT), conducting an SRC is not necessary. Students do not need to use the same response mode for every item.

Note: The use of hand-over-hand or any physical prompt is not considered a consistent and observable response because the student is not indicating his/her answer choice in an independent way.

The TA will not conduct an SRC if the TA is certain that the student has a consistent, observable mode of communication so that the TA may enter a student's response in the MSAA System with confidence. If so, skip down to the list of communication modes below and indicate how the student will respond to the test items. Then proceed to administering the Test.

The TA will conduct an SRC if the TA is uncertain that the student has a consistent mode of communication and that the student's response to a test item may not be observable by the TA so that the TA may enter a student's response in the MSAA System with confidence. There are two ways that the TA can conduct the Student Response Check: (1) using the computer, or (2) using a paper version. Select Start Computer Student Response Check button to start the computer-based version, or select Paper and Pencil Student Response Check to download and print the PDF version.

Start Computer Student Response Check Paper & Pencil Student Response Check

Indicate below the students' communication modes; the way in which the student will respond to the test items. More than 1 communication mode may be indicated.

- Student uses mouse and the computer
- Student will provide a verbal response to the test item
- Student will use a touch screen or gestures/pointing to select the item
- Student circles the correct response on the paper/pencil version of the test
- Student will use a clock scanner with a switch
- Student will use a scanning device
- Student uses a scanner
- Other, please specify

NEW in 2018 - The TA completes the SRC by checking "Other" . "No Response" must be added to the text box in addition to providing a brief explanation for any student who does not have a consistent observable response.

*If the Early Stopping Rule (ESR) is determined appropriate, the **TC** must close **BOTH** the ELA and Mathematics Tests.*

Time to give the assessment

MSAA PLATFORM

Ready to Begin!

- ✓ You have verified that you have all of the right technology necessary for testing.
- ✓ All students have gone through some practice items.
- ✓ You have finished the training modules.
- ✓ You have completed and passed the Final Quiz with at least an 80% accuracy score.
- ✓ You have completed the Student Profile:
 - ❖ **Student Demographics, LCI, Accommodations before Test and the Student Response Check.**
- ✓ You have down loaded all the Directions for Test Administration (DTA)

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

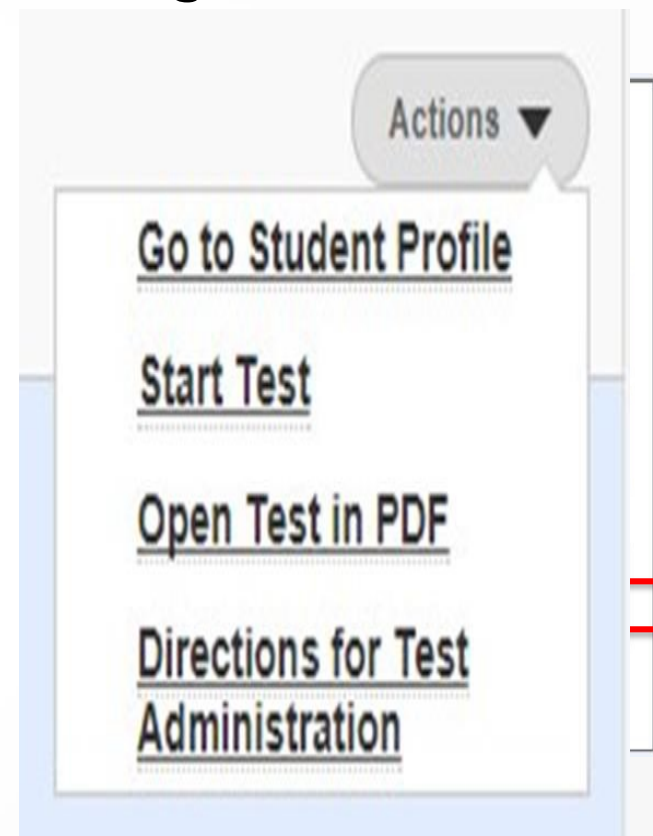
Go Back

Download DTA

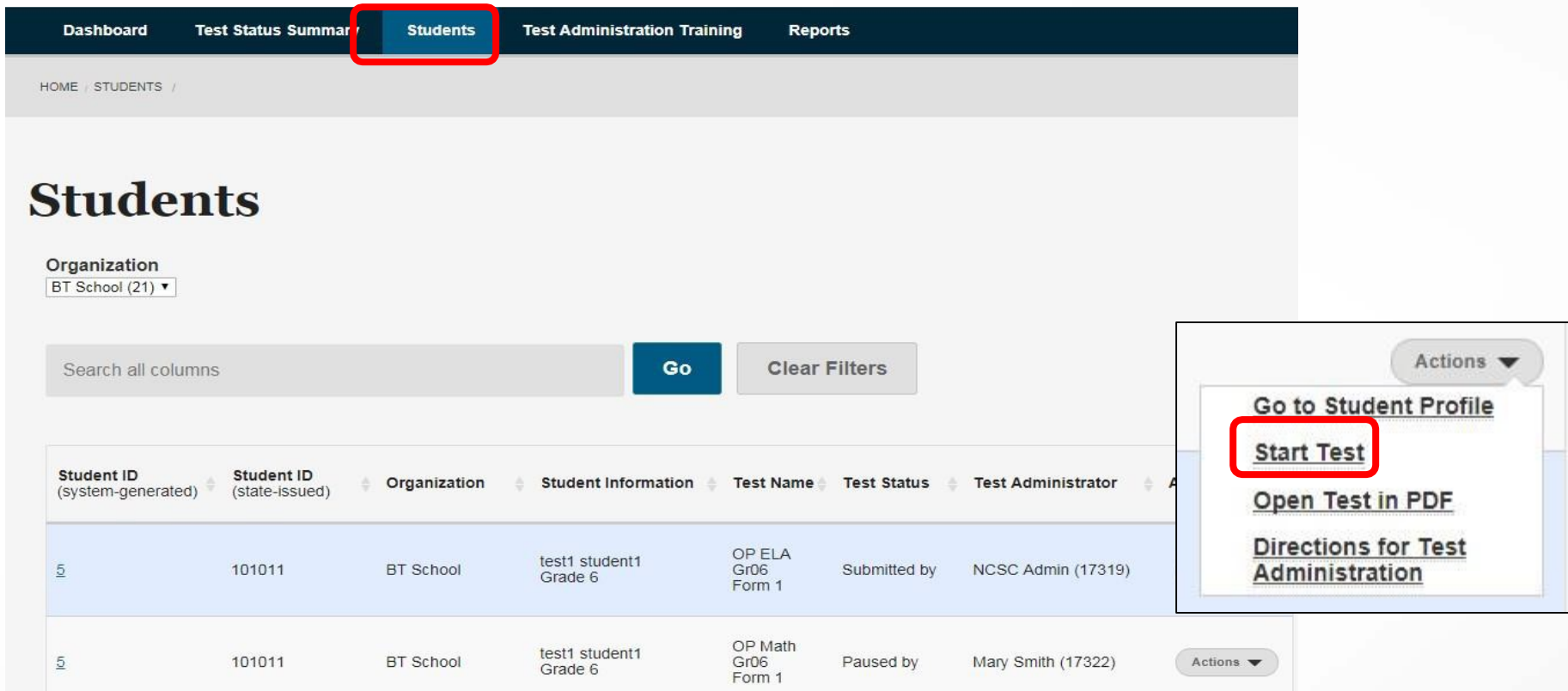
Adobe Reader is needed to print directions.

- Session Printing
 - DTAs and paper tests are printed by test session
 - Session 1 of the DTA contains all “front matter”, cutouts, manipulatives, templates, and reference sheets for both Session 1 and Session 2.
 - Cut outs and reference sheets are printed 1 per student. Specific pages can be printed individually for additional students.

- Paper Accommodation - Confirmation
 - All paper tests must be confirmed as an approved accommodation for students **prior** to being able to download the PDF.
 - Under the **Actions** menu found on the **Students** page, when the option to **Open Test in PDF** is selected, there will be a prompt “I confirm that the paper test is an approved accommodation for this student”.
 - Once this box is marked, the **Download Paper Test** box becomes available.



Start and Navigate a Test



Dashboard Test Status Summary **Students** Test Administration Training Reports

HOME / STUDENTS /

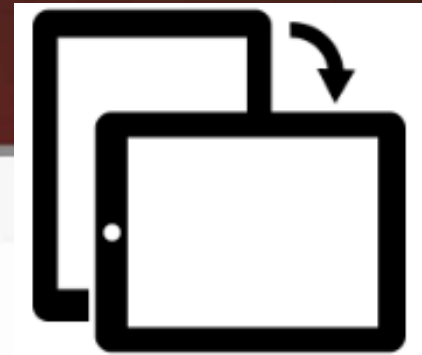
Students

Organization
BT School (21) ▾

Search all columns **Go** Clear Filters

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)	Start Test Go to Student Profile Open Test in PDF Directions for Test Administration
5	101011	BT School	test1 student1 Grade 6	OP Math Gr06 Form 1	Paused by	Mary Smith (17322)	Actions ▾

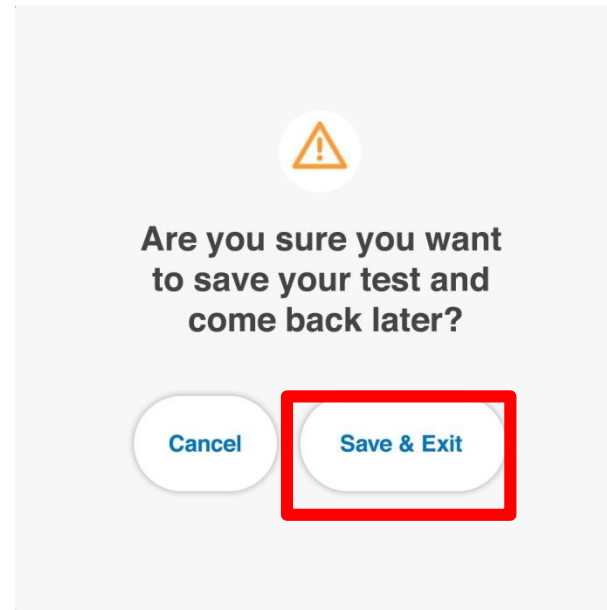
Only 1 test may be open at a time. Always pause and save a student's test when taking a break.



New Horizontal Display

- There are a small percentage of items that are displayed horizontally.
- **These items are identified in the DTA and at the item level in the DTA.**
- When using an iPad, the student/TA will need rotate the iPad to a horizontal/landscape presentation to view the answer options

Save & Exit



End of Session



You have reached the end of
your session

SESSION 1

10/25 Answered

New

What would you like to do?

[Review Current Session](#)

[Submit Session](#)

[Save & Exit](#)



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](#)

Submit



You have reached the end of
your session

SESSION 1

10/25 Answered

What would you like to do?

[Review Current Session](#)

[Submit Session](#)

[Save & Exit](#)

Close a Test

A student's test may be closed ONLY if the criteria for the Early Stopping Rule is met:

- 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 reading AND the student's response was not observable to any of the first four test items.
- *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.*
- *The TC must close BOTH the ELA and Mathematics Tests.*

NOTE: Test Closure is only available to TCs.
If a student withdrew or is no longer eligible,
the TA must also contact the TC.



ELA portion

WRITING SECTION

Overview of the Writing Prompt

- Standardized scripted series of steps
- Students use their primary mode of communication to construct a writing product
- Support materials are provided, such as sentence starters, response cards, vocabulary lists, and graphic organizers
- Two tiers

Writing Prompt

- The writing prompt DTAs provide steps to guide students through the writing processes using stimulus materials:
 - Topic selection
 - Choosing characters/supporting details
 - Drafting with a graphic organizer
 - Revising
 - Editing
 - Producing final story or essay

Writing Prompt Considerations

- **Annotate** If the student's writing sample includes inventive spelling, hard-to-read penmanship, or use of symbols, please annotate. Refer to Appendix A for more details on annotation.
- **What needs to be uploaded to the MSAA System?** Only the final "Response Template" needs to be uploaded. Do not include: idea cards, drafts, pictures of communication boards/devices, student selections from pictures, etc. If your student uses a communication board/device, please upload only a picture of the final writing product produced with the device. Do not upload pictures of students.
- **Where can I find more information about uploading writing evidence?** Refer to *MSAA System User Guide for Test Administrators* for specific directions regarding how and when to capture and upload writing evidence.

Writing Evidence – Online Response

- Students may type their response into the online test administration platform
- OR
- A teacher may transcribe the response from the writing template into the online platform
 - Requires Scribe accommodation

Writing Evidence – Uploaded Response

- Students who complete the template on paper must have image(s) of the student response template uploaded via webcam or scanner.
- Responses must be annotated by teacher so that it can be understood by reader/scorer.
- Any uploaded images of stimulus materials, other than the student response template, will be disregarded for scoring purposes.

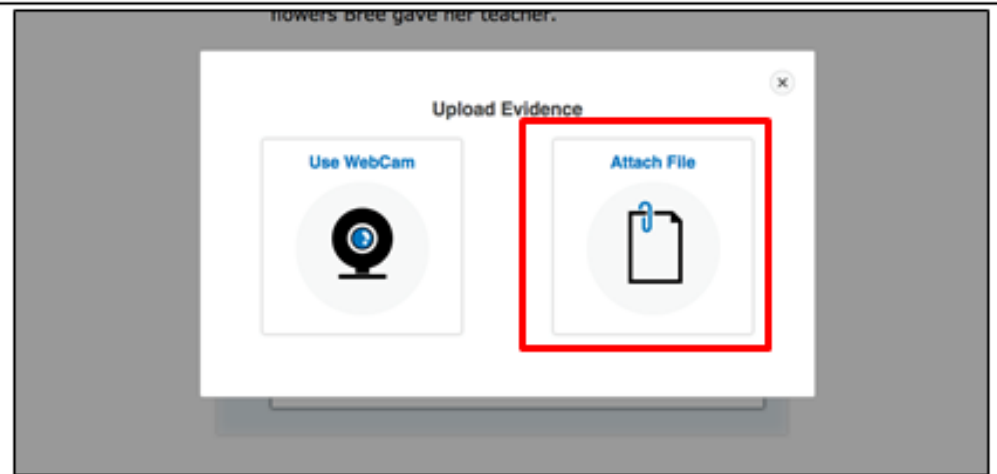
Capture Evidence

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.

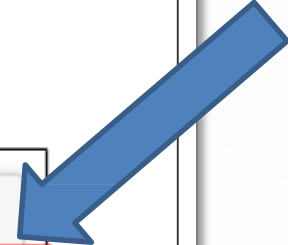


Accept


If the image is acceptable:

- Enter a description for the captured image in the Description box.
- Click the **Attach Image** button.



<p>Description</p> <input type="text"/>	<p>Retake</p> <p>Attach Image</p>
---	--



A confirmation message appears in the bottom of the page.

<p>Take Snapshot</p> <p> The evidence selected has been successfully uploaded.</p>
--

Click the X in the top right corner of the screen to close webcam display.

<p></p> <p></p>
--

AFTER TESTING IS COMPLETE

After Testing: Required Tasks

Test Administrators must complete the After Test Accommodations information into the MSAA System for *each student*.

Test Administrators must enter the End of Test Survey into the MSAA System after testing *all students*.



NOTE: Following the administration, the TA will record in the Accommodations: After Test tab the Accommodations their student actually used during the Test; not the Accommodations that were made available to the student.

Accommodations: After Test

[Demographics](#)

[LCI](#)

[Accommodations: Before Test](#)

[SRC](#)

[Accommodations: After Test](#)

Save

Cancel

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

End of Test Survey

- Each TA completes only ONE End of Test Survey
- The Survey responses provide additional information about:
 - How the Test functions for students with unique and varying needs
 - Student engagement with the Test
 - The opportunity to learn the content represented by the State Content Standards

End of Test Survey

Dashboard Test Status Summary **Students** Test Administration Training Reports

HOME / STUDENTS /

Students

Organization
BT School (21)

Search all columns **Go** Clear Filters

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 Smith (17322)	Actions

Actions

[Go to Student Profile](#)

[Go to survey](#)

Alternate Assessment Website

- <http://doe.sd.gov/assessment/alternate.aspx>

ELA and Math Alternate Assessment (MSAA)	
Accessing MSAA Student Report	Enrollment Template
MSAA ORG ID List	Medical Exemption Form
Test Administration Manual	MSAA Parent Letter
Users Form	Test Security Agreement
MSAA 2017 Guide for Score Report	MSAA Sample Items

Science Alternate Assessment

“The SDSA-Alt is available for students who have a significant cognitive disability. These students are working with the Core Content Connectors and their IEP’s indicate alternate assessment for statewide testing (see Guidance for IEP Teams on Participation on the Alternate Assessment).”

Science Standards with Core Content Connectors

Students in grades 5, 8, and 11 will be tested over the South Dakota Science standards adopted in May, 2015. The standards tested will be grade spans from grades 3-5, 6-8, and high school.

More information on 2018 Science Assessment and Alternate Assessment will become available as soon as it is ready.

2017 Testing
Parent Letter
SDSA-Alt Test Coordinator Handbook
2016-2017 SDSA-Alt Directions for Administering
2016-2017 SDSA Alt FAQ
2016-2017 SDSA-Alt Data Collection Form
2016-2017 SDSA-Alt Score Resolution Form
2016-2017 SDSA-Alt Supporting Evidence Rubric

Specific Policies

- Significant testing issues contact state testing coordinator
- Security agreements: Review with district testing coordinator
- Shredding materials after assessment
- No cell phones during testing

Communication Tool Kit

 Log in



NCSC WIKI

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Terms of Use

To view the Communication Tool Kit you must agree to the terms below.

Welcome to the NCSC Communication Tool Kit. This series of modules was developed solely for use in the professional development of teachers and speech language pathologists. We would like to thank the teachers and families of students for granting permission to use instructional video clips for professional development purposes. As such, the video clips remain integrated into the modules and access is monitored.

First Name:

Last Name:

Email:

What is: $2 + 3 =$

Information collected in the video disclaimer agreement will be used for security only. This information will not be shared or used for any other purpose.

This page was last modified on 25 August 2015, at 14:55.

https://wiki.ncscpartners.org/index.php/Terms_of_Use

MSAA Service Center

- The Service Center for the MSAA is available
6:00 am – 7:00 pm CST (Monday–Friday)
to TAs and TCs to answer questions about (1) the MSAA System and (2) test administration procedures.
- Please be prepared to provide as much detail as possible.
- Include the following:
 - Your contact information (name; state, district, and school; phone, e-mail)
 - Student name, if applicable
 - Any error messages that appeared
 - Operating system and browser information
 - Information about network configuration

MSAA Service Center

MSAA Service Center Contact Information

Phone

(866) 834-8879

Email

MSAAServiceCenter@measuredprogress.org

8 a.m. – 8 p.m. ET
Monday – Friday

FYI: Observations by DOE

- Observation Checklist
 - Secure administration protocol
 - Use of DTAs
 - What may have caused barriers
 - Use of accommodations
 - Secure storage of testing materials