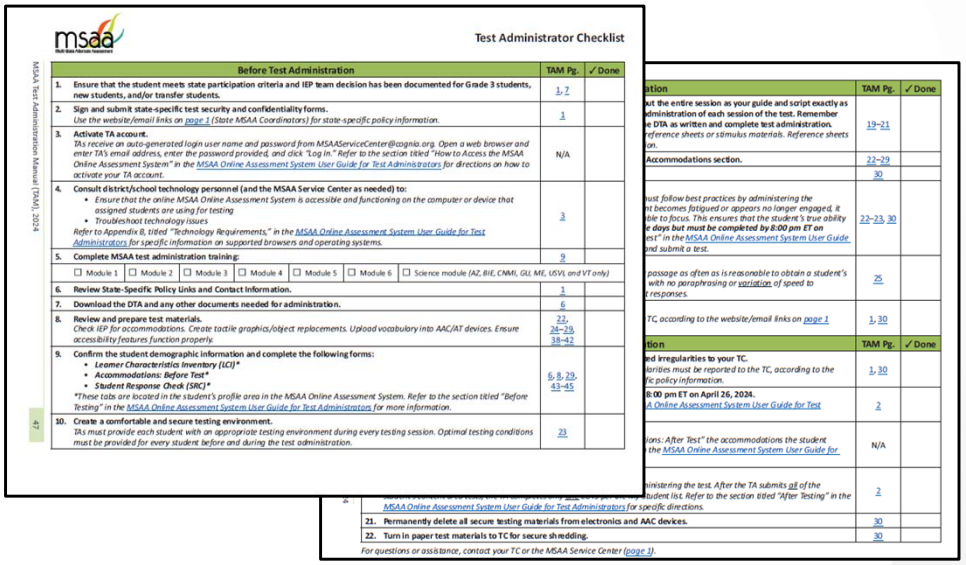
Multi-State Alternate Assessment (MSAA)

Use Your Checklist!
Training for
Test Administrators and Test Coordinators

Agenda

- Introductions
- MSAA overview
- TA/TC checklist overview
- **Before** test administration
- Check for Understanding
- **During** test administration
- **After** test administration
- Check for Understanding
- Q&A



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Test Administrator Checklist

Before Test Administration	TAM Pg.	✓ Done
1. Ensure that the student meets state participation criteria and IEP team decision has been documented for Grade 3 students, new students, and/or transfer students.	1, 7	
2. Sign and submit state-specific test security and confidentiality forms. *Use the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1	
3. Activate TA account. *TAs receive an auto-generated login user name and password from MSAAServiceCenter@cognia.org. Open a web browser and enter TA's email 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.*	N/A	
4. Consult district/school technology personnel (and the MSAA Service Center as needed) to: • *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* *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.*	3	
5. Complete MSAA test administration training: ☐ Module 1 ☐ Module 2 ☐ Module 3 ☐ Module 4 ☐ Module 5 ☐ Module 6 ☐ Science module (AZ, BIE, CNMI, GU, ME, USVI, and VT only)	9	
6. Review State-Specific Policy Links and Contact Information.	1	
7. Download the DTA and any other documents needed for administration.	6	
8. Review and prepare test materials. *Check IEP for accommodations. Create tactile graphics/object replacements. Upload vocabulary into AAC/AT devices. Ensure accessibility features function properly.*	22, 26–29, 38–42	
9. Confirm the student demographic information and complete the following forms: • ***Learner Characteristics Inventory (LCI)**** • ***Accommodations: Before Test**** • ***Student Response Check (SRC)**** **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.*	6, 8, 29, 43–45	
10. Create a comfortable and secure testing environment. *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.*	23	

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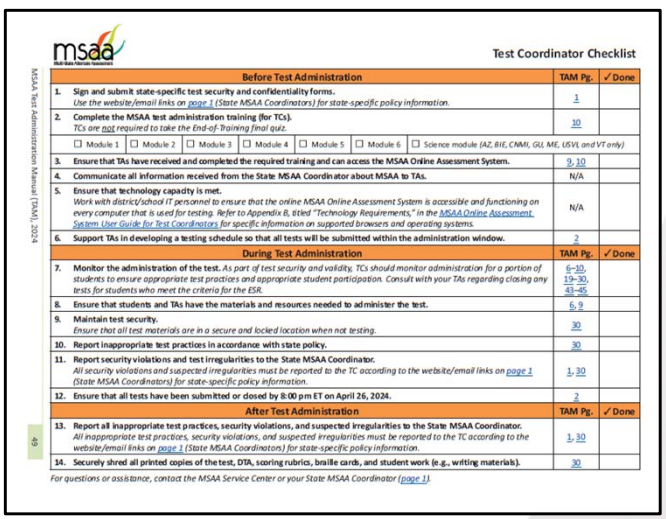

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Test Coordinator Checklist

Before Test Administration	TAM Pg.	✓ Done
1. Sign and submit state-specific test security and confidentiality forms. *Use the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1	
2. Complete the MSAA test administration training (for TCs). *TCs are not required to take the End-of-Training final quiz.*	10	
☐ Module 1 ☐ Module 2 ☐ Module 3 ☐ Module 4 ☐ Module 5 ☐ Module 6 ☐ Science module (AZ, BIE, CNMI, GU, ME, USVI, and VT only)		
3. Ensure that TAs have received and completed the required training and can access the 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. *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.*	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. *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.*	6–10, 19–30, 43–45	
8. Ensure that students and TAs have the materials and resources needed to administer the test.	6, 9	
9. Maintain test security. *Ensure that all test materials are in a secure and locked location when not testing.*	30	
10. Report inappropriate test practices in accordance with state policy.	30	
11. Report security violations and test irregularities to the State MSAA Coordinator. *All security violations and suspected irregularities must be reported to the TC according to the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1, 30	
12. Ensure that all tests have been submitted or closed by 8:00 pm ET on April 26, 2024.	2	
After Test Administration	**TAM Pg.**	**✓ Done**
13. Report all inappropriate test practices, security violations, and suspected irregularities to the State MSAA Coordinator. *All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC according to the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1, 30	
14. Securely shred all printed copies of the test, DTA, scoring rubrics, braille cards, and student work (e.g., writing materials).	30	

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

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Introductions – Cognia

- Jason Brodeur, Senior Program Manager
- Lauren Copp, Project Manager
- Megan Bairstow, Manager of Special Education Test Development
- Anita Franklin, Accessibility Assessment Specialist
- Jami Nelson, Accessibility Assessment Specialist

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Introductions – Bureau of Indian Education (BIE)

- Donald Griffin, BIE Section 504 Program Coordinator, BIE MSAA Program Manager
- Aurelia Shorty, Education Specialist, BIE Program Manager for ELA/Math/Science General Assessments

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MSAA Overview

Overview of the Test

- Assesses three content areas
  - English Language Arts (ELA) – Reading and Writing
  - Mathematics
  - Science
- ELA & Math: Aligned to the MSAA Core Content Connectors (CCCs)
- Science: Aligned to the Extended Performance Expectations (EPEs)
    - ELA & Math: Grades 3-8 and 11 (HS)
    - Science: Grades 5, 8, and 11 (HS)

All standards can be found at
https://www.msaastates.com/ccc-standards.html

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Overview of the Test (cont.)

- One-to-one test administration
- Administered by a trained Test Administrator
- Formats (determined by what is appropriate for each student)
  - Computer based format (standard administration)
  - Paper-based format (downloaded from platform)
    - Accommodation should be documented in the current IEP
  - Combination of Computer-Paper administration
    - Accommodation should be documented in the current IEP

NOTE: ***Regardless of format, ALL student responses must be entered into the online platform, either by you or the student.***

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Overview of the Test (cont.)

- If a student requires a paper test, the Test Administrator will need to download and print the test for the student.

- If the student requires a paper test, please be sure that the Paper Version and Scribe accommodations are written on the student's IEP.

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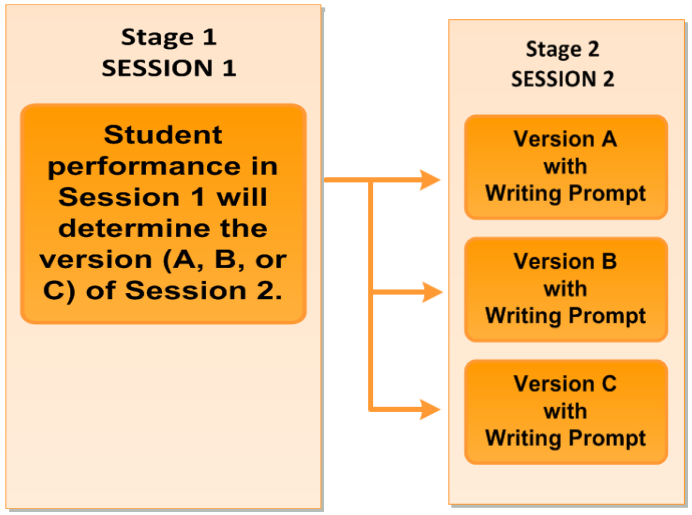
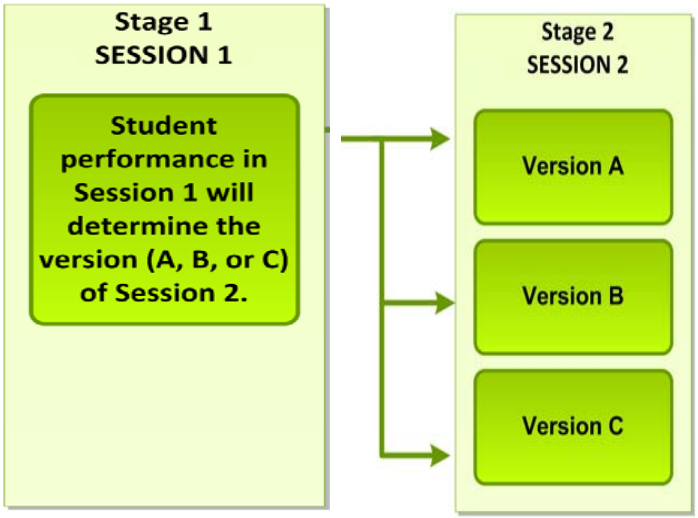
MSAA Test Design

English Language Arts



Mathematics



Session 1 must be submitted into the MSAA system before moving on to Session 2.

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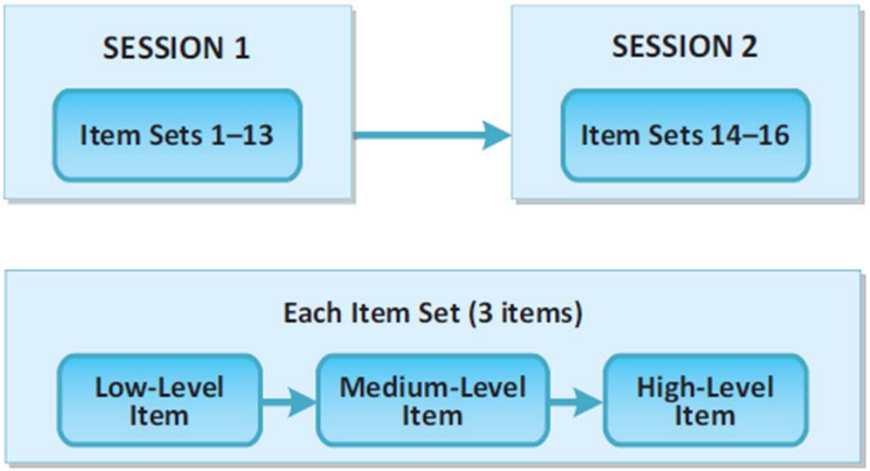
MSAA Test Design (cont.)

Science



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MSAA Item Types

- Selected-Response: All contents
- Constructed-Response: ELA and Mathematics
- Student Writing Prompt: ELA
  - Recommended: Administer the ELA portion of the test first!

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Use Your Checklist!

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TA and TC Checklist Overview

- Located in Appendix F of the Test Administration Manual (TAM)
- Intended to assist in ensuring a successful administration of the MSAA Test
  - Before administration
  - During administration
  - After administration

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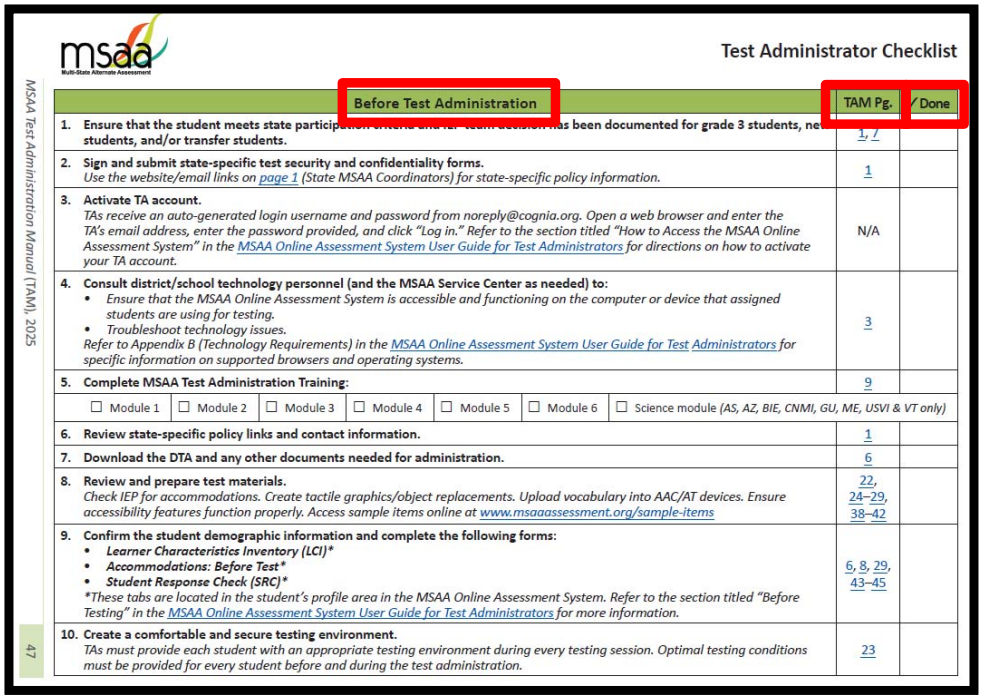
Test Administrator (TA) Checklist



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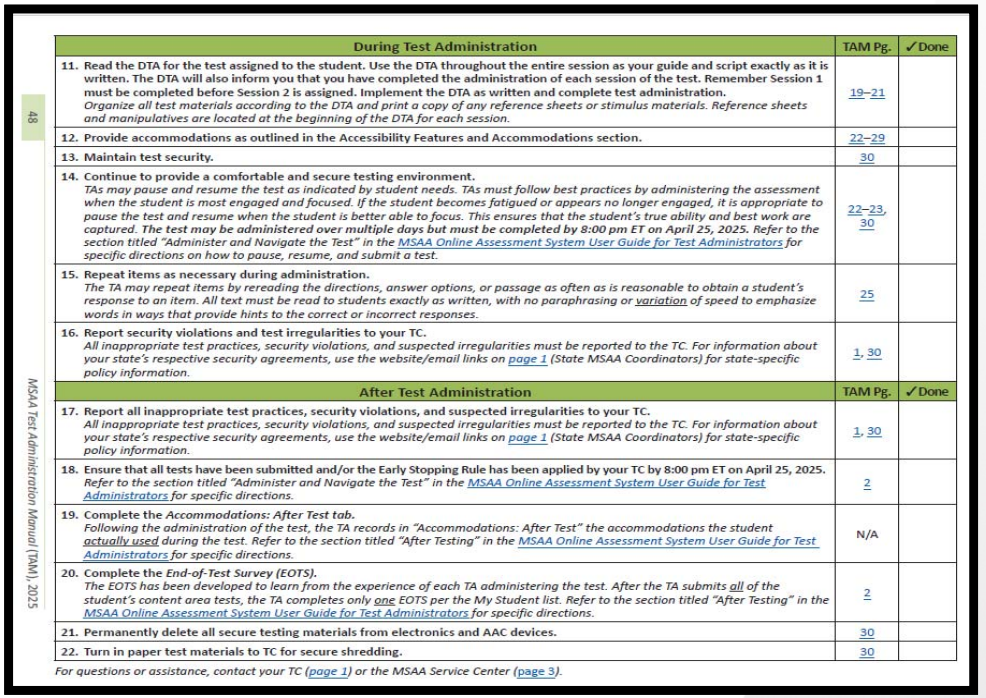
Test Administrator Checklist

Before Test Administration	TAM Pg.	✓ Done
1. Ensure that the student meets state participation criteria and IEP team decision has been documented for grade 3 students, new students, and/or transfer students.	1, 7	
2. Sign and submit state-specific test security and confidentiality forms. *Use the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1	
3. Activate TA account. *TAs receive an auto-generated login username and password from noreply@cognia.org. Open a web browser and enter the TA's email 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.*	N/A	
4. Consult district/school technology personnel (and the MSAA Service Center as needed) to: • *Ensure that the MSAA Online Assessment System is accessible and functioning on the computer or device that assigned students are using for testing.* • *Troubleshoot technology issues.* *Refer to Appendix B (Technology Requirements) in the MSAA Online Assessment System User Guide for Test Administrators for specific information on supported browsers and operating systems.*	3	
5. Complete MSAA Test Administration Training:	9	
☐ Module 1 ☐ Module 2 ☐ Module 3 ☐ Module 4 ☐ Module 5 ☐ Module 6 ☐ Science module *(AS, AZ, BIE, CNMI, GU, ME, USVI & VT only)*		
6. Review state-specific policy links and contact information.	1	
7. Download the DTA and any other documents needed for administration.	6	
8. Review and prepare test materials. *Check IEP for accommodations. Create tactile graphics/object replacements. Upload vocabulary into AAC/AT devices. Ensure accessibility features function properly. Access sample items online at www.msaaassessment.org/sample-items*	22, 24–29, 38–42	
9. Confirm the student demographic information and complete the following forms: • ***Learner Characteristics Inventory (LCI)**** • ***Accommodations: Before Test**** • ***Student Response Check (SRC)**** **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.*	6, 8, 29, 43–45	
10. Create a comfortable and secure testing environment. *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.*	23	



During Test Administration	TAM Pg.	✓ Done
11. Read the DTA for the test assigned to the student. Use the DTA throughout the entire session as your guide and script exactly as it is written. The DTA will also inform you that you have completed the administration of each session of the test. Remember Session 1 must be completed before Session 2 is assigned. Implement the DTA as written and complete test administration. *Organize all test materials according to the DTA and print a copy of any reference sheets or stimulus materials. Reference sheets and manipulatives are located at the beginning of the DTA for each session.*	19–21	
12. Provide accommodations as outlined in the Accessibility Features and Accommodations section.	22–29	
13. Maintain test security.	30	
14. Continue to provide a comfortable and secure testing environment. *TAs may pause and resume the test as indicated by student needs. TAs must follow best practices by administering the assessment when the student is most engaged and focused. If the student becomes fatigued or appears no longer engaged, it is appropriate to pause the test and resume when the student is better able to focus. This ensures that the student's true ability and best work are captured. The test may be administered over multiple days but must be completed by 8:00 pm ET on April 25, 2025. Refer to the section titled "Administer and Navigate the Test" in the MSAA Online Assessment System User Guide for Test Administrators for specific directions on how to pause, resume, and submit a test.*	22–23, 30	
15. Repeat items as necessary during administration. *The TA may repeat items by rereading the directions, answer options, or passage as often as is reasonable to obtain a student's response to an item. All text must be read to students exactly as written, with no paraphrasing or variation of speed to emphasize words in ways that provide hints to the correct or incorrect responses.*	25	
16. Report security violations and test irregularities to your TC. *All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC. For information about your state's respective security agreements, use the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1, 30	
After Test Administration	**TAM Pg.**	**✓ Done**
17. Report all inappropriate test practices, security violations, and suspected irregularities to your TC. *All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC. For information about your state's respective security agreements, use the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1, 30	
18. Ensure that all tests have been submitted and/or the Early Stopping Rule has been applied by your TC by 8:00 pm ET on April 25, 2025. *Refer to the section titled "Administer and Navigate the Test" in the MSAA Online Assessment System User Guide for Test Administrators for specific directions.*	2	
19. Complete the *Accommodations: After Test* tab. *Following the administration of the test, the TA records in "Accommodations: After Test" the accommodations the student actually used during the test. Refer to the section titled "After Testing" in the MSAA Online Assessment System User Guide for Test Administrators for specific directions.*	N/A	
20. Complete the *End-of-Test Survey (EOTS).* *The EOTS has been developed to learn from the experience of each TA administering the test. After the TA submits all of the student's content area tests, the TA completes only one EOTS per the My Student list. Refer to the section titled "After Testing" in the MSAA Online Assessment System User Guide for Test Administrators for specific directions.*	2	
21. Permanently delete all secure testing materials from electronics and AAC devices.	30	
22. Turn in paper test materials to TC for secure shredding.	30	

For questions or assistance, contact your TC (page 1) or the MSAA Service Center (page 3).

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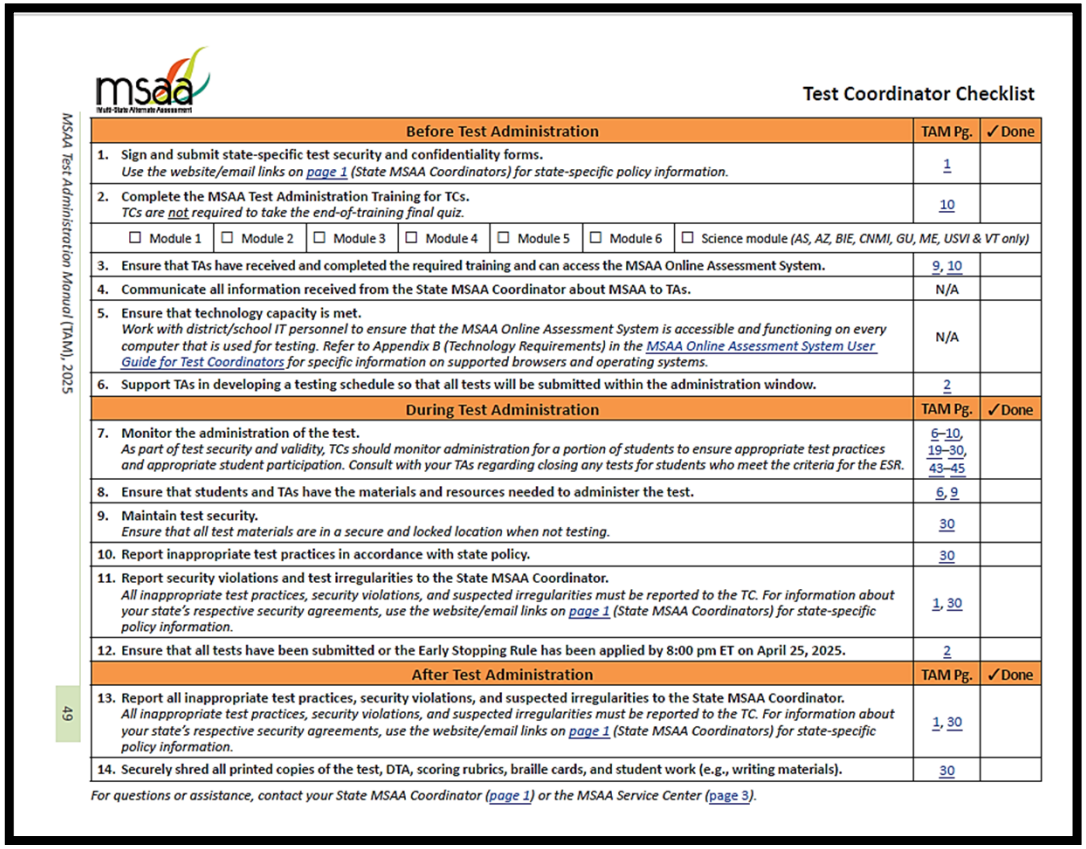
Test Coordinator (TC) Checklist



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Test Coordinator Checklist

Before Test Administration	TAM Pg.	✓Done
1. **Sign and submit state-specific test security and confidentiality forms.** *Use the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1	
2. **Complete the MSAA Test Administration Training for TCs.** *TCs are not required to take the end-of-training final quiz.*	10	
☐ Module 1 ☐ Module 2 ☐ Module 3 ☐ Module 4 ☐ Module 5 ☐ Module 6 ☐ Science module *(AS, AZ, BIE, CNMI, GU, ME, USVI & VT only)*		
3. **Ensure that TAs have received and completed the required training and can access the 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.** *Work with district/school IT personnel to ensure that the MSAA Online Assessment System is accessible and functioning on every computer that is used for testing. Refer to Appendix B (Technology Requirements) in the MSAA Online Assessment System User Guide for Test Coordinators for specific information on supported browsers and operating systems.*	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.** *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.*	6–10, 19–30, 43–45	
8. **Ensure that students and TAs have the materials and resources needed to administer the test.**	6, 9	
9. **Maintain test security.** *Ensure that all test materials are in a secure and locked location when not testing.*	30	
10. **Report inappropriate test practices in accordance with state policy.**	30	
11. **Report security violations and test irregularities to the State MSAA Coordinator.** *All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC. For information about your state's respective security agreements, use the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1, 30	
12. **Ensure that all tests have been submitted or the Early Stopping Rule has been applied by 8:00 pm ET on April 25, 2025.**	2	
After Test Administration	**TAM Pg.**	**✓Done**
13. **Report all inappropriate test practices, security violations, and suspected irregularities to the State MSAA Coordinator.** *All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC. For information about your state's respective security agreements, use the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1, 30	
14. **Securely shred all printed copies of the test, DTA, scoring rubrics, braille cards, and student work (e.g., writing materials).**	30	

For questions or assistance, contact your State MSAA Coordinator (page 1) or the MSAA Service Center (page 3).

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Before Test Administration

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1. Ensure that the student meets state participation criteria and IEP team decision has been documented for grade 3 students, new students, and/or transfer students.

Participation Criteria	Participation Criteria Descriptors
1. The student has a significant cognitive disability.	Review of student records indicates a disability or multiple disabilities that significantly affect intellectual functioning and adaptive behavior.* **Adaptive behavior is defined as essential for someone to live independently and to function safely in daily life.*
2. The student is learning content linked to grade-level content standards.	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.
3. The student requires extensive, direct individualized instruction and substantial supports to achieve measurable gains in a grade- and age-appropriate curriculum.	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.

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Excusal

BIE does NOT have an Excusal from Testing

- BIE does NOT have IEP Team Excusal Decision
- BIE does NOT have Parental Excusal Decision

Student MUST be administered the SRC and the ESR must be applied

- Meeting criteria for ESR is the only way a student can be excused from testing

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2. Sign and submit state-specific test security and confidentiality forms.

- Test Security Agreement will be in a pop-up window upon initial login into the MSAA Assessment System
- TAs will need to accept agreement to have full access to secure materials

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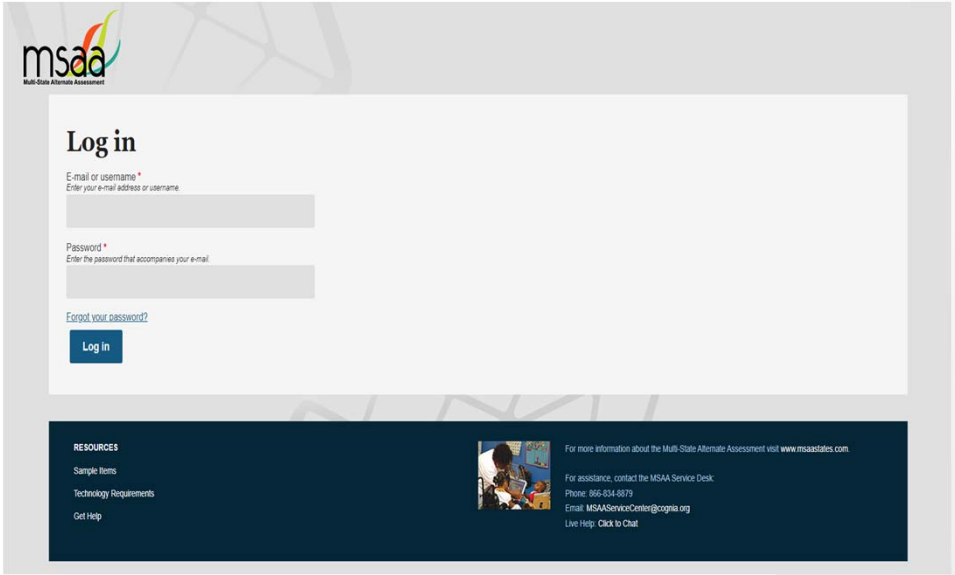
3. Activate TA account.

1. Email will be sent from noreply@cognia.org with a link and login credentials
2. Update password as instructed in the MSAA System
3. Login to MSAA System at www.msaaassessment.org



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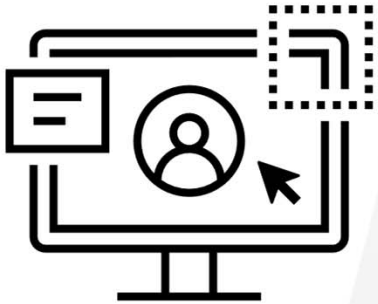
4. Consult district/school technology personnel (and the MSAA Service Center as needed).

Device	Version
Windows computer	Windows 10 or newer
Mac (Apple OS X) computer	Mac OS X 13.x or newer
Chromebook	Chrome OS 121+
Linux	Ubuntu 18.04, Fedora 39 or newer
iPad 2 or newer	iPadOS 15.x+
Android tablet	Android OS 12+
Windows tablet	Windows 10 or newer



Browser	Version	To Install
Chrome	121+	www.google.com/chrome
Firefox	115+	www.mozilla.com
Edge	125+	Already installed on all Windows computers
Safari	17.x+, 18.x+	Already installed on all Mac computers

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5. Complete MSAA Test Administration Training.

Module #	Module Title
Module 1	MSAA Overview
Module 2	Navigating the MSAA Online Assessment System
Module 3	Test Administrator and Test Coordinator Responsibilities
Module 4	The Writing Prompt
Module 5	Accessibility Features and Accommodations
Module 6	Student Response Check and Early Stopping Rule

*MSAA Science Training Module

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6. Review state-specific policy links and contact information.

BIE
www.bie.edu
Donald Griffin: 703-282-3316 Donald.Griffin@bie.edu Aurelia Shorty: 505-274-3746 Aurelia.Shorty@bie.edu

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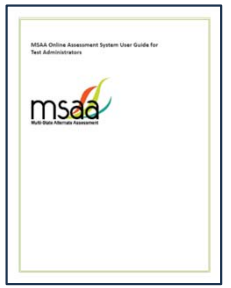
7. Download the DTA and any other documents needed for administration.

Test Administration Manual (TAM)	• Provides policies and procedures for TAs and TC to prepare and administer the MSAA Test
Online Assessment System User Guide	• Describes the MSAA System features and provides very detailed directions on how to perform required functions in the MSAA system before, during and after administration.
Directions for Test Administration (DTA)	• REQUIRED • Secure material • Contains essential administration information specific to your student's test



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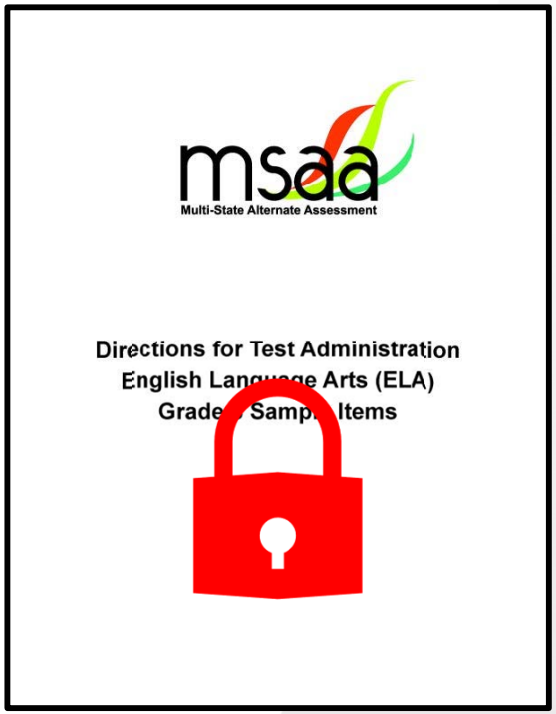
7. Download the DTA and any other documents needed for administration.

The DTA **must** be utilized when administering the Test. It provides all directions for a successful 1:1 MSAA administration and includes the following:

- directions and scripts for each item
- details about manipulatives required to administer a test item, such as calculators and counters
- reference sheets that contain important graphics
- scoring rubrics for constructed-response items (CRs)
- writing prompt script, mentor text (when applicable), graphic organizer, student response templates, and stimulus materials for all writing prompts in each grade-level ELA DTA
- specific directions to administer the braille versions of ELA foundational reading items in grades 3 and 4



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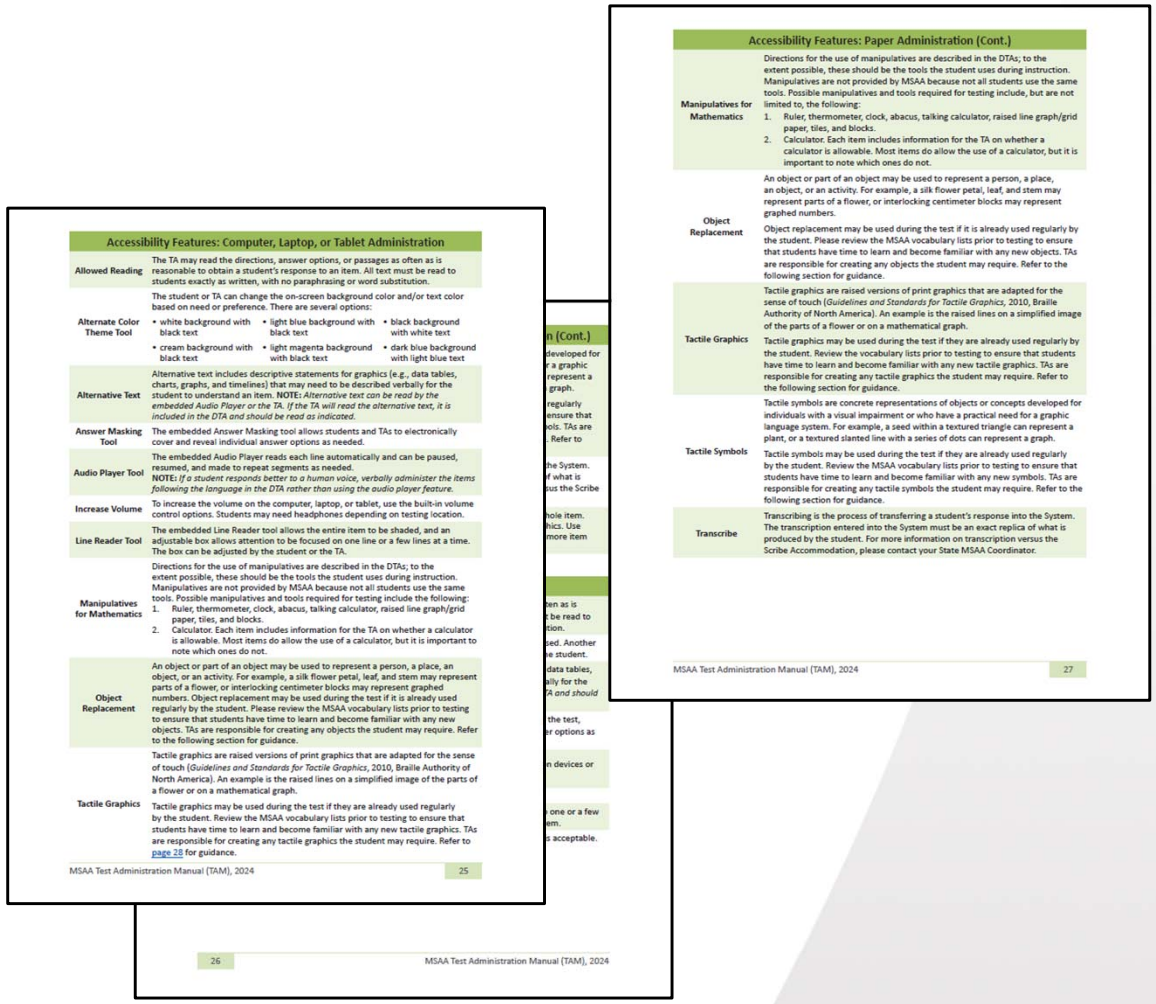
8. Review and prepare test materials.

- Review your student's IEP accommodations and compare those to the list in the TAM
- Identify the equipment that will be used for testing
- Ensure that the accessibility features function properly



Accessibility Features: Computer, Laptop, or Tablet Administration

Allowed Reading	The TA may read the directions, answer options, or passages as often as is reasonable to obtain a student's response to an item. All text must be read to students exactly as written, with no paraphrasing or word substitution.
Alternate Color Theme Tool	The student or TA can change the on-screen background color and/or text color based on need or preference. There are several options: • white background with black text • light blue background with black text • black background with white text • cream background with black text • light magenta background with black text • dark blue background with light blue text
Alternative Text	Alternative text includes descriptive statements for graphics (e.g., data tables, charts, graphs, and timelines) that may need to be described verbally for the student to understand an item. **NOTE:** *Alternative text can be read by the embedded Audio Player or the TA. If the TA will read the alternative text, it is included in the DTA and should be read as indicated.*
Answer Masking Tool	The embedded Answer Masking tool allows students and TAs to electronically cover and reveal individual answer options as needed.
Audio Player Tool	The embedded Audio Player reads each line automatically and can be paused, resumed, and made to repeat segments as needed. **NOTE:** *If a student responds better to a human voice, verbally administer the items following the language in the DTA rather than using the audio player feature.*
Increase Volume	To increase the volume on the computer, laptop, or tablet, use the built-in volume control options. Students may need headphones depending on testing location.
Line Reader Tool	The embedded Line Reader tool allows the entire item to be shaded, and an adjustable box allows attention to be focused on one line or a few lines at a time. The box can be adjusted by the student or the TA.
Manipulatives for Mathematics	Directions for the use of manipulatives are described in the DTAs; to the extent possible, these should be the tools the student uses during instruction. Manipulatives are not provided by MSAA because not all students use the same tools. Possible manipulatives and tools required for testing include the following: 1. Ruler, thermometer, clock, abacus, talking calculator, raised line graph/grid paper, tiles, and blocks. 2. Calculator. Each item includes information for the TA on whether a calculator is allowable. Most items do allow the use of a calculator, but it is important to note which ones do not.
Object Replacement	An object or part of an object may be used to represent a person, a place, an object, or an activity. For example, a silk flower petal, leaf, and stem may represent parts of a flower, or interlocking centimeter blocks may represent graphed numbers. Object replacement may be used during the test if it is already used regularly by the student. Please review the MSAA vocabulary lists prior to testing to ensure that students have time to learn and become familiar with any new objects. TAs are responsible for creating any objects the student may require. Refer to the following section for guidance.
Tactile Graphics	Tactile graphics are raised versions of print graphics that are adapted for the sense of touch (*Guidelines and Standards for Tactile Graphics*, 2010, Braille Authority of North America). An example is the raised lines on a simplified image of the parts of a flower or on a mathematical graph. Tactile graphics may be used during the test if they are already used regularly by the student. Review the MSAA vocabulary lists prior to testing to ensure that students have time to learn and become familiar with any new tactile graphics. TAs are responsible for creating any tactile graphics the student may require. Refer to page 28 for guidance.

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Accessibility Features: Paper Administration (Cont.)

Manipulatives for Mathematics	Directions for the use of manipulatives are described in the DTAs; to the extent possible, these should be the tools the student uses during instruction. Manipulatives are not provided by MSAA because not all students use the same tools. Possible manipulatives and tools required for testing include, but are not limited to, the following: 1. Ruler, thermometer, clock, abacus, talking calculator, raised line graph/grid paper, tiles, and blocks. 2. Calculator. Each item includes information for the TA on whether a calculator is allowable. Most items do allow the use of a calculator, but it is important to note which ones do not.
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Tactile Graphics	Tactile graphics are raised versions of print graphics that are adapted for the sense of touch (*Guidelines and Standards for Tactile Graphics*, 2010, Braille Authority of North America). An example is the raised lines on a simplified image of the parts of a flower or on a mathematical graph. Tactile graphics may be used during the test if they are already used regularly by the student. Review the vocabulary lists prior to testing to ensure that students have time to learn and become familiar with any new tactile graphics. TAs are responsible for creating any tactile graphics the student may require. Refer to the following section for guidance.
Tactile Symbols	Tactile symbols are concrete representations of objects or concepts developed for individuals with a visual impairment or who have a practical need for a graphic language system. For example, a seed within a textured triangle can represent a plant, or a textured slanted line with a series of dots can represent a graph. Tactile symbols may be used during the test if they are already used regularly by the student. Review the MSAA vocabulary lists prior to testing to ensure that students have time to learn and become familiar with any new symbols. TAs are responsible for creating any tactile symbols the student may require. Refer to the following section for guidance.
Transcribe	Transcribing is the process of transferring a student's response into the System. The transcription entered into the System must be an exact replica of what is produced by the student. For more information on transcription versus the Scribe Accommodation, please contact your State MSAA Coordinator.

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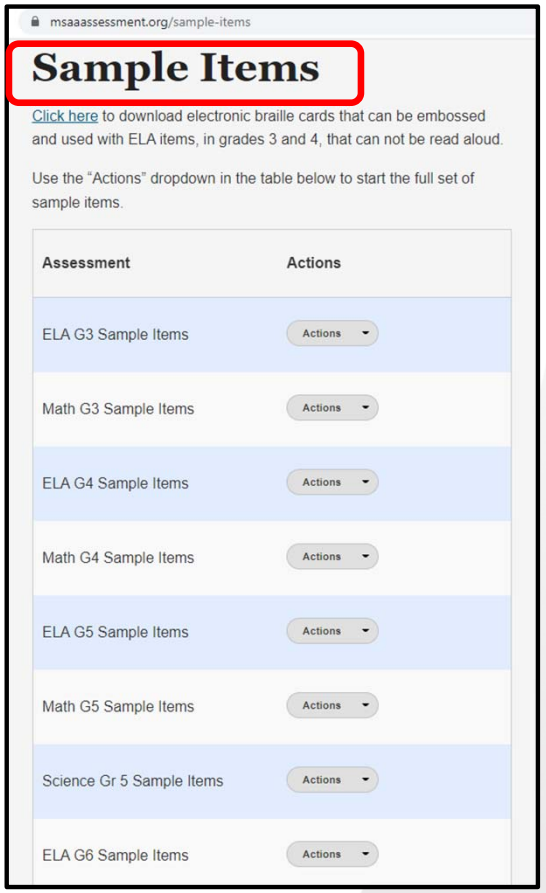
Multi-State Alternate Assessment

8. Review and prepare test materials.

- Access the sample items (available all year) and familiarize yourself with the assessment format and features.



www.msaaassessment.org/sample-items

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Multi-State Alternate Assessment

8. Review and prepare test materials.

- **Read the DTA!**
- Create tactile graphics and object replacements
- Upload vocabulary into AAC/AT devices
- Cutout all CR cutouts beforehand
- Find a system that works best for you!

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Multi-State Alternate Assessment

8. Review and prepare test materials.

Mathematics Session 1
List of Reference Sheets and Cutouts

The reference sheets and CR cutouts, or their adapted equivalents, must be provided as instructed in the DTA.
Note: Counters should be used as they are normally used during instruction. If an item lends itself to the use of counters, it will be listed below and also mentioned at the top of the item in the DTA.

Session 1

Up to 78 counters (Items 5, 9, 17, 20)
Reference Sheet Graph 21 (Item 2)
Printed student response cutout found in Mathematics Constructed-Response Cutouts section (Item 24)

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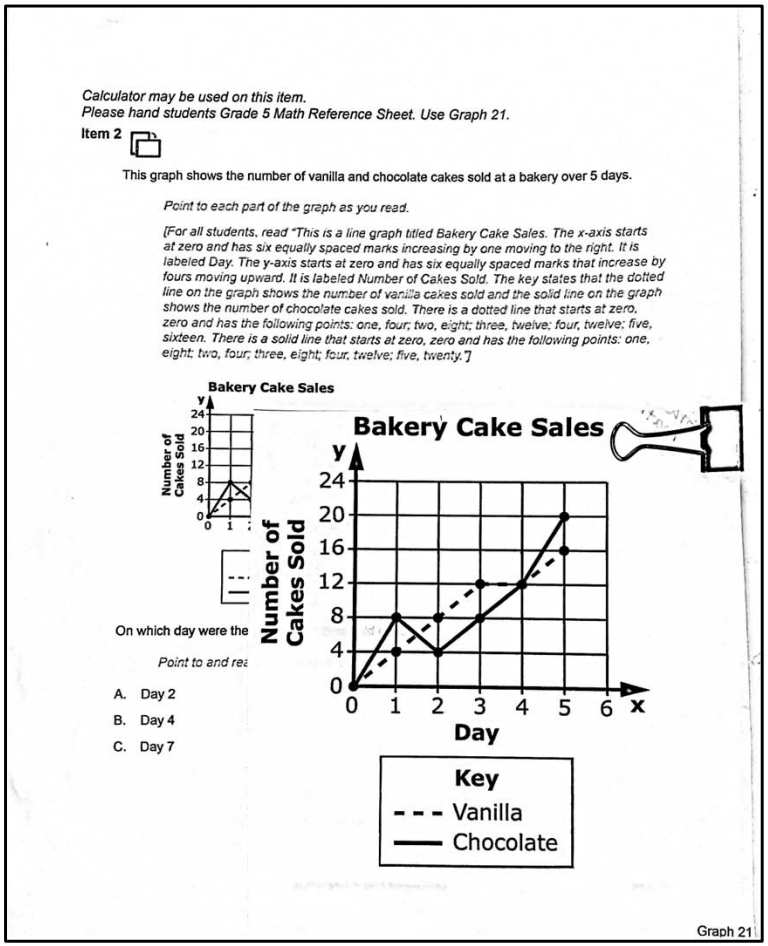
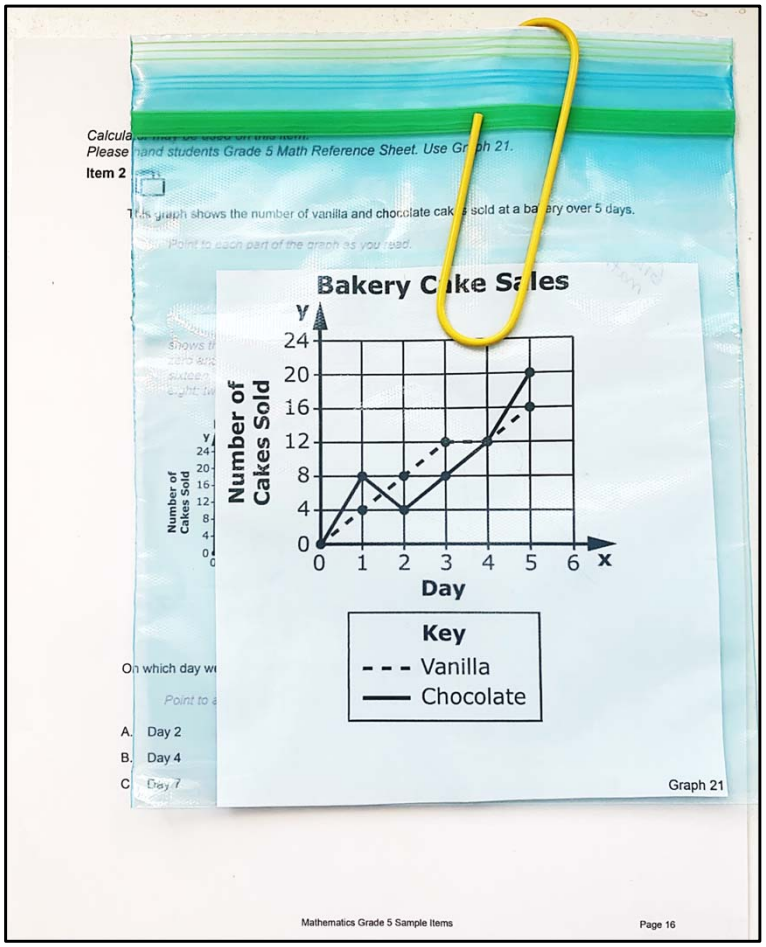
8. Review and prepare test materials.





- paperclips
- binder clips
- clear bags

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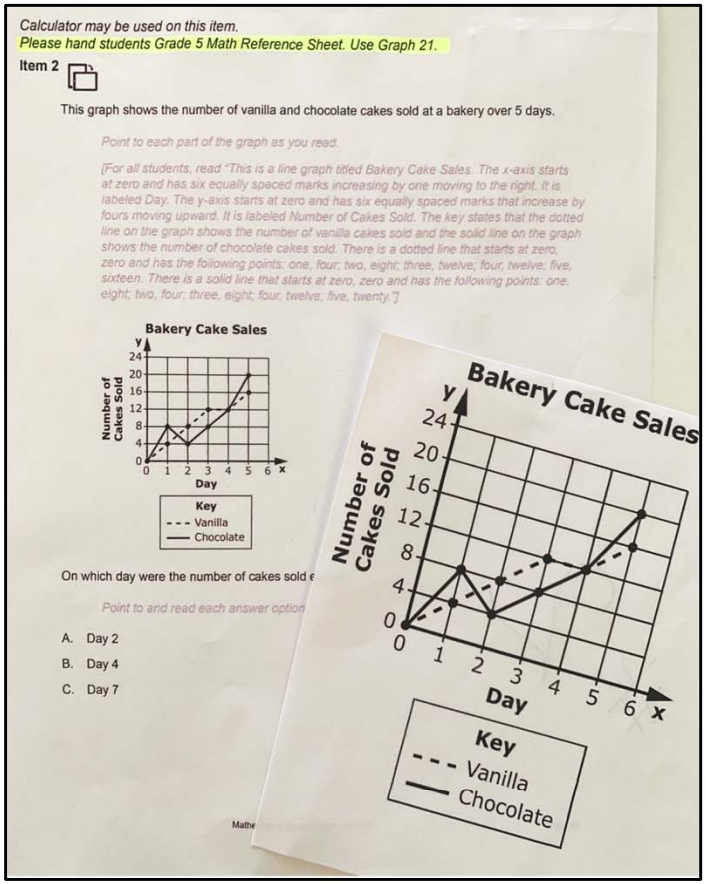
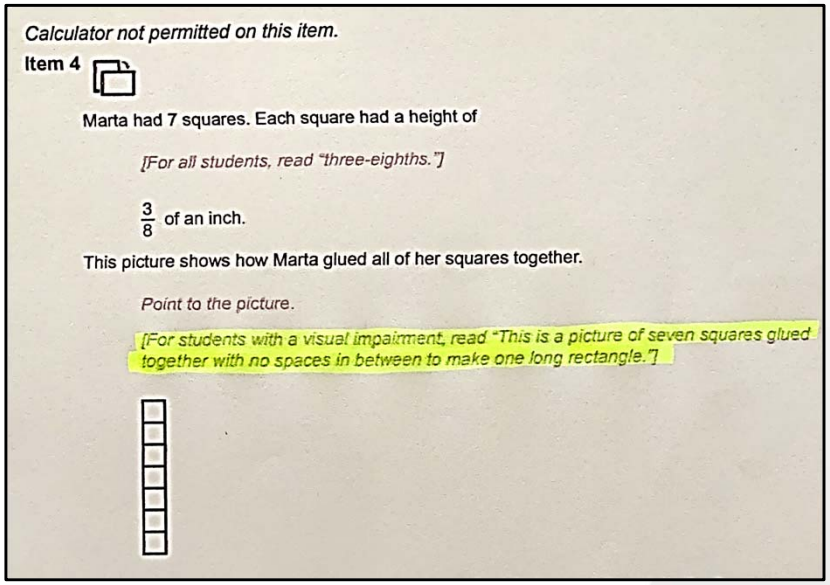
8. Review and prepare test materials.





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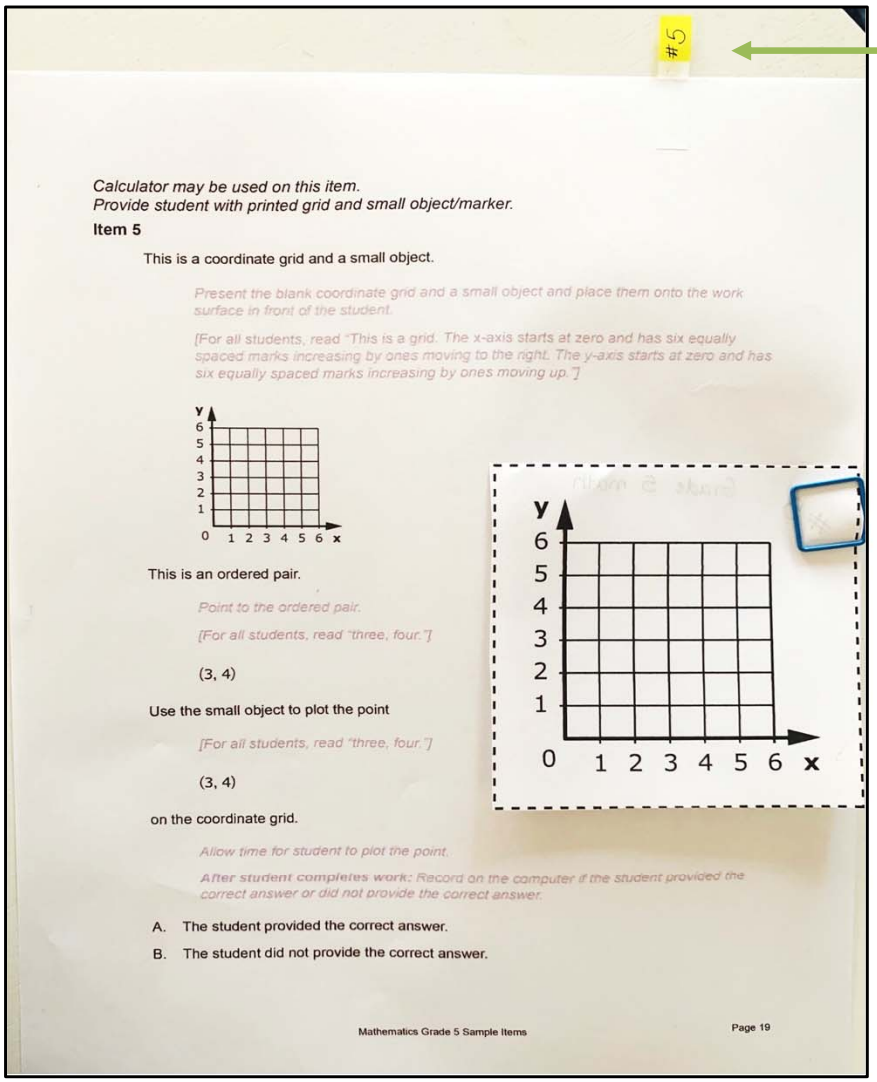

Label items:

- requiring supplemental materials
- with alt text
- as potential stopping points

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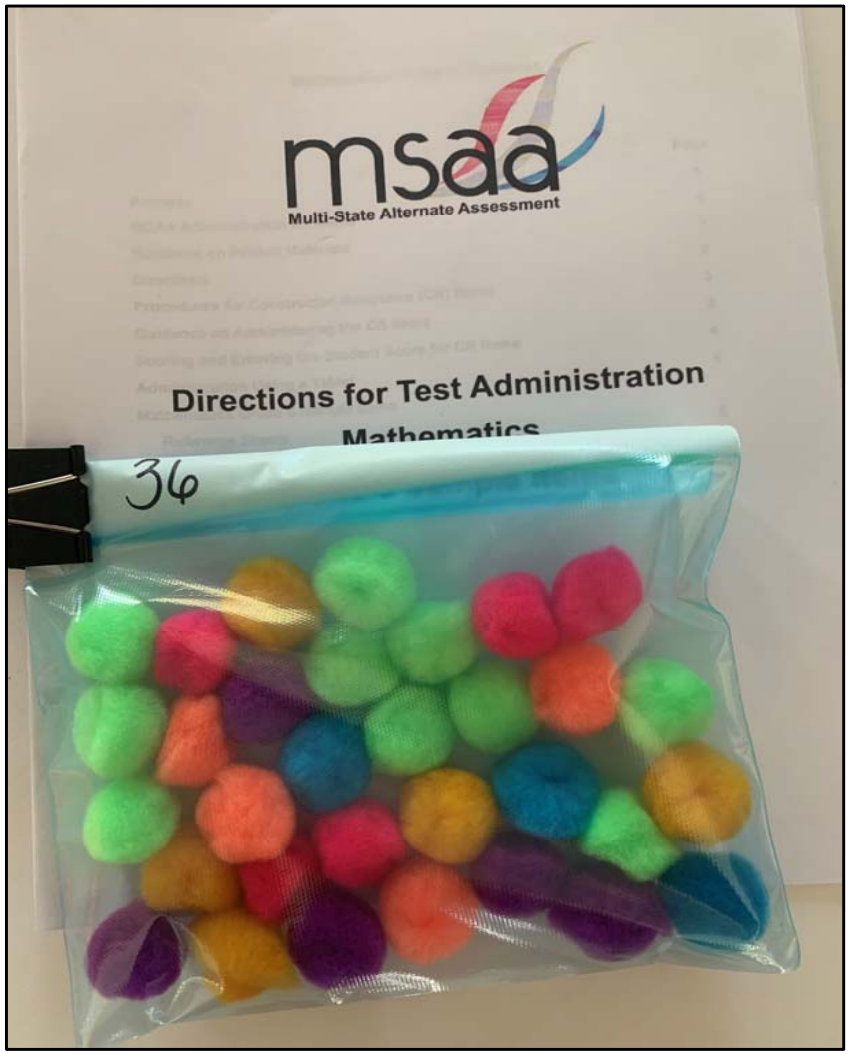
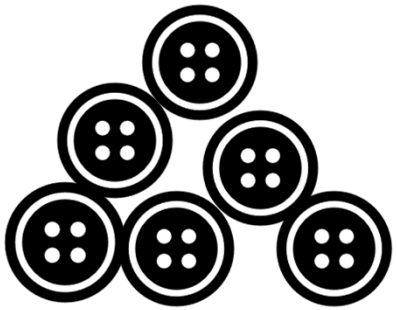
8. Review and prepare test materials.





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9. **Confirm the student demographic information and complete the following forms:**

- ***Learner Characteristics Inventory (LCI)****
- ***Accommodations: Before Test****
- ***Student Response Check (SRC)****

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What is the Student Response Check (SRC)?

- A task during which a student is asked to demonstrate their preferred mode(s) of communication.
- Used to determine if the student demonstrates an observable response mode.
  - An observable response mode is a predictable and consistent behavior or movement that is able to be understood by a communication partner as intentional communication.
- Ensures that the student will be able to participate in the assessment and respond to test items.
- Three question, content-neutral task used to ensure the TA can clearly identify which answer a student chooses for a selected response item.

You do not need to conduct the SRC if you are certain that the student has an observable mode of communication so that you may enter a student's response in the MSAA System with confidence.

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Early Stopping Rule (ESR)

- Ending the testing experience after the SRC is conducted is called the Early Stopping Rule (ESR).
- The lack of an observable response mode is the **only** reason the ESR can be applied.
- The ESR **cannot** be applied based on the students
  - behavior
  - stamina
  - knowledge of the content
  - frustration level
  - refusal to participate in the test
- TAs do not have permission to apply the Early Stopping Rule and close a test.

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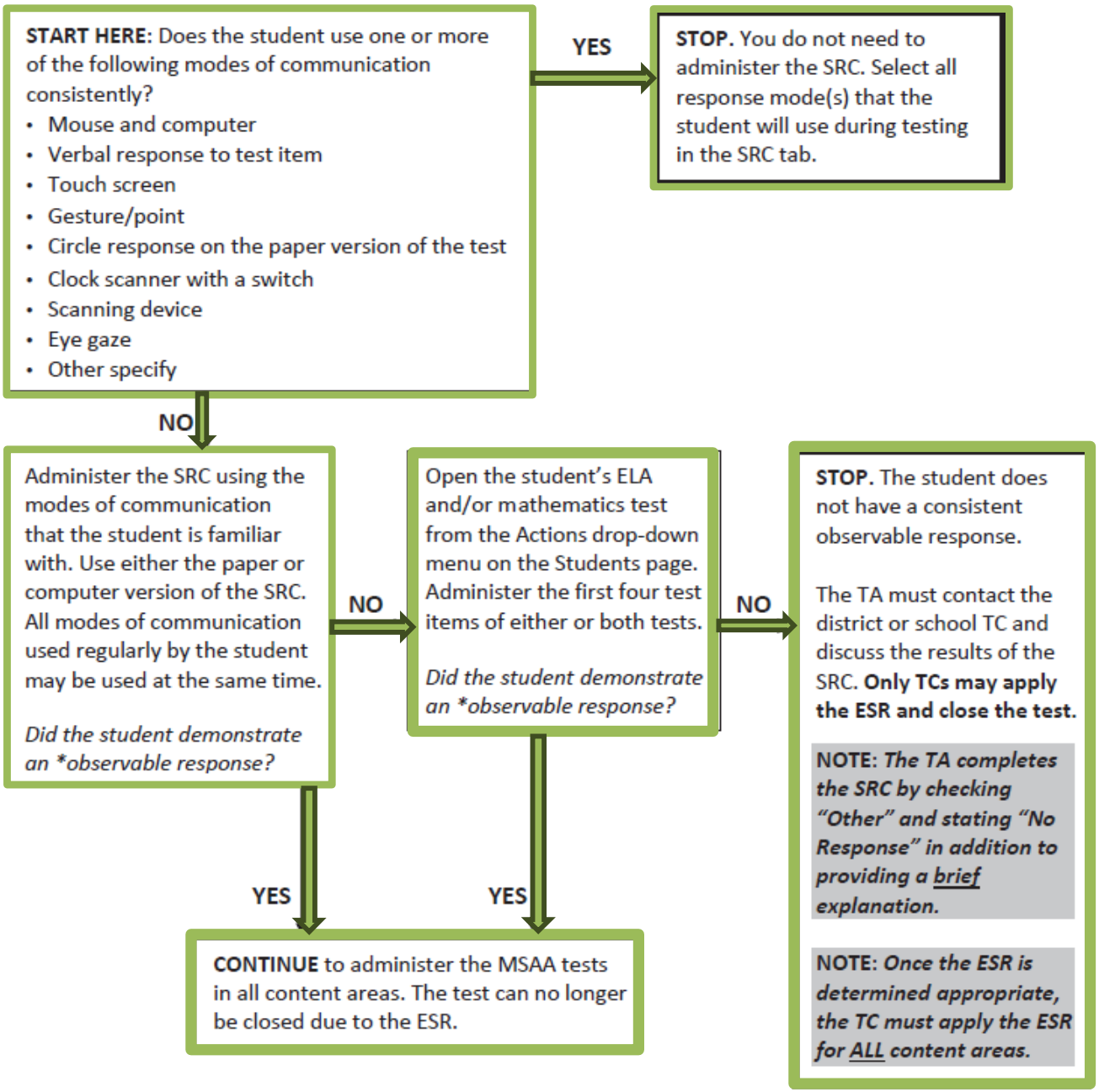
Using the SRC and Early Stopping Rule Flowchart



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10. Create a comfortable and secure testing environment.

- Determine the optimal assessment time and setting for each individual student.
- Familiarize students with the process
- Take into consideration specific manipulatives that work for each student.
- Mirror the instruction in the classroom.
- Use the administration window.

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Multi-State Alternate Assessment

Test Coordinator Checklist – Before Test Admin

Test Coordinator Checklist

Before Test Administration	TAM Pg.	✓ Done
1. Sign and submit state-specific test security and confidentiality forms. *Use the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1	
2. Complete the MSAA test administration training (for TCs). *TCs are not required to take the End-of-Training final quiz.*	10	
☐ Module 1 ☐ Module 2 ☐ Module 3 ☐ Module 4 ☐ Module 5 ☐ Module 6 ☐ Science module *(AZ, BIE, CNMI, GU, ME, USVI, and VT only)*		
3. Ensure that TAs have received and completed the required training and can access the 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. *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.*	N/A	
6. Support TAs in developing a testing schedule so that all tests will be submitted within the administration window.	2	

Multi-State Alternate Assessment

Check for Learning

- How should the MSAA be administered?

A. Is best administered within a small group

B. Can be administered to a whole class

C. Must be administered individually

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Check for Learning

- Use of the Directions for Test Administration (DTA) is *optional* during administration of the test to a student.

A. True
B. False

Multi-State Alternate Assessment

Check for Learning

- Where can the TA and TC Checklists be located?

A. Appendix F of the Test Administration Manual (TAM)
B. The most current student IEP
C. The principal's office

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During Test Administration

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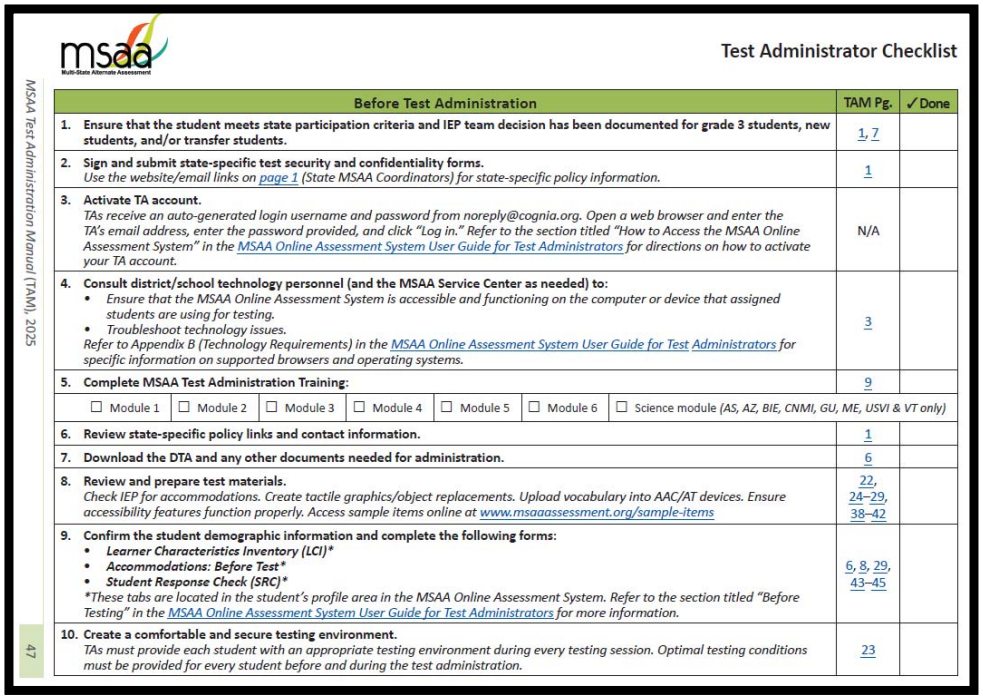
During Test Administration



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Multi-State Alternate Assessment

Test Administrator Checklist

Before Test Administration	TAM Pg.	✓Done
1. Ensure that the student meets state participation criteria and IEP team decision has been documented for grade 3 students, new students, and/or transfer students.	1, 7	
2. Sign and submit state-specific test security and confidentiality forms. *Use the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1	
3. Activate TA account. *TAs receive an auto-generated login username and password from noreply@cognia.org. Open a web browser and enter the TA's email 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.*	N/A	
4. Consult district/school technology personnel (and the MSAA Service Center as needed) to: • *Ensure that the MSAA Online Assessment System is accessible and functioning on the computer or device that assigned students are using for testing.* • *Troubleshoot technology issues.* *Refer to Appendix B (Technology Requirements) in the MSAA Online Assessment System User Guide for Test Administrators for specific information on supported browsers and operating systems.*	3	
5. Complete MSAA Test Administration Training:	9	
☐ Module 1 ☐ Module 2 ☐ Module 3 ☐ Module 4 ☐ Module 5 ☐ Module 6 ☐ Science module *(AS, AZ, BIE, CNMI, GU, ME, USVI & VT only)*		
6. Review state-specific policy links and contact information.	1	
7. Download the DTA and any other documents needed for administration.	6	
8. Review and prepare test materials. *Check IEP for accommodations. Create tactile graphics/object replacements. Upload vocabulary into AAC/AT devices. Ensure accessibility features function properly. Access sample items online at www.msaaassessment.org/sample-items*	22, 24–29, 38–42	
9. Confirm the student demographic information and complete the following forms: • ***Learner Characteristics Inventory (LCI)**** • ***Accommodations: Before Test**** • ***Student Response Check (SRC)**** **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.*	6, 8, 29, 43–45	
10. Create a comfortable and secure testing environment. *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.*	23	

MSAA Test Administration Manual (TAM), 2025

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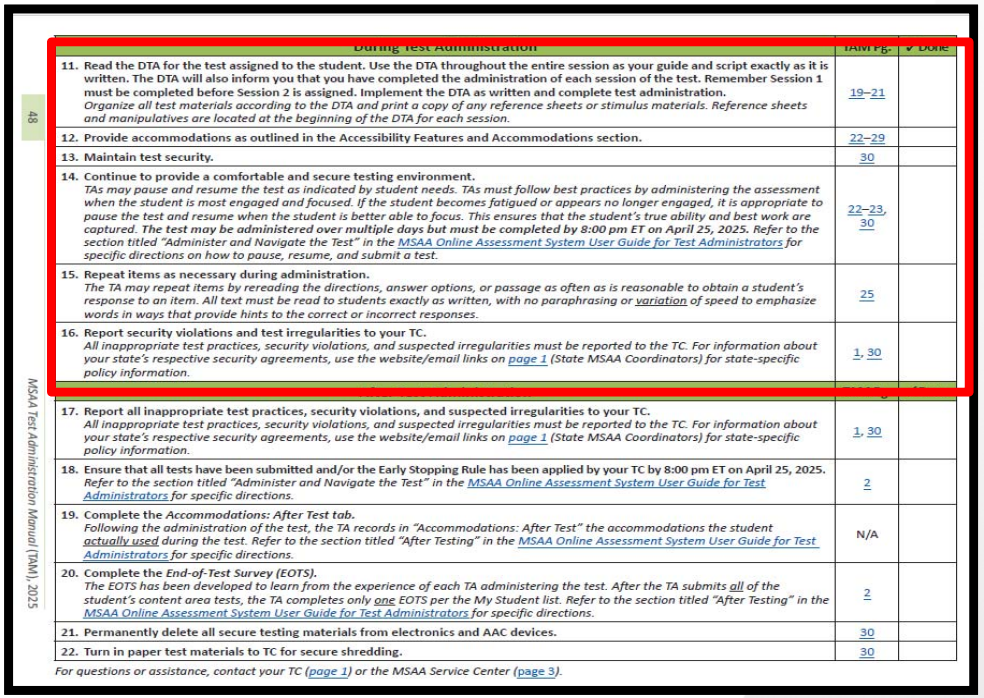

During Test Administration	TAM Pg.	✓ Done
11. Read the DTA for the test assigned to the student. Use the DTA throughout the entire session as your guide and script exactly as it is written. The DTA will also inform you that you have completed the administration of each session of the test. Remember Session 1 must be completed before Session 2 is assigned. Implement the DTA as written and complete test administration. *Organize all test materials according to the DTA and print a copy of any reference sheets or stimulus materials. Reference sheets and manipulatives are located at the beginning of the DTA for each session.*	19–21	
12. Provide accommodations as outlined in the Accessibility Features and Accommodations section.	22–29	
13. Maintain test security.	30	
14. Continue to provide a comfortable and secure testing environment. *TAs may pause and resume the test as indicated by student needs. TAs must follow best practices by administering the assessment when the student is most engaged and focused. If the student becomes fatigued or appears no longer engaged, it is appropriate to pause the test and resume when the student is better able to focus. This ensures that the student's true ability and best work are captured. The test may be administered over multiple days but must be completed by 8:00 pm ET on April 25, 2025. Refer to the section titled "Administer and Navigate the Test" in the MSAA Online Assessment System User Guide for Test Administrators for specific directions on how to pause, resume, and submit a test.*	22–23, 30	
15. Repeat items as necessary during administration. *The TA may repeat items by rereading the directions, answer options, or passage as often as is reasonable to obtain a student's response to an item. All text must be read to students exactly as written, with no paraphrasing or variation of speed to emphasize words in ways that provide hints to the correct or incorrect responses.*	25	
16. Report security violations and test irregularities to your TC. *All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC. For information about your state's respective security agreements, use the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1, 30	
17. Report all inappropriate test practices, security violations, and suspected irregularities to your TC. *All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC. For information about your state's respective security agreements, use the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1, 30	
18. Ensure that all tests have been submitted and/or the Early Stopping Rule has been applied by your TC by 8:00 pm ET on April 25, 2025. *Refer to the section titled "Administer and Navigate the Test" in the MSAA Online Assessment System User Guide for Test Administrators for specific directions.*	2	
19. Complete the *Accommodations: After Test* tab. *Following the administration of the test, the TA records in "Accommodations: After Test" the accommodations the student actually used during the test. Refer to the section titled "After Testing" in the MSAA Online Assessment System User Guide for Test Administrators for specific directions.*	N/A	
20. Complete the *End-of-Test Survey (EOTS).* *The EOTS has been developed to learn from the experience of each TA administering the test. After the TA submits all of the student's content area tests, the TA completes only one EOTS per the My Student list. Refer to the section titled "After Testing" in the MSAA Online Assessment System User Guide for Test Administrators for specific directions.*	2	
21. Permanently delete all secure testing materials from electronics and AAC devices.	30	
22. Turn in paper test materials to TC for secure shredding.	30	

For questions or assistance, contact your TC (page 1) or the MSAA Service Center (page 3).

MSAA Test Administration Manual (TAM), 2025

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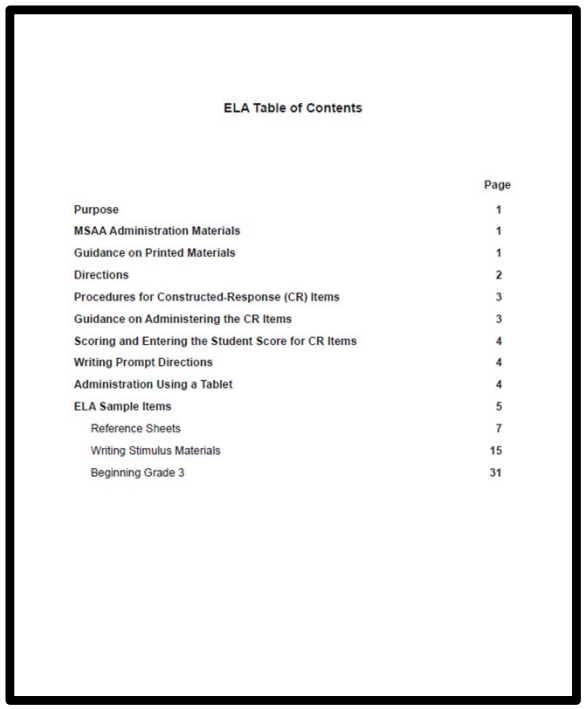
Multi-State Alternate Assessment

11. Read the DTA for the test assigned to the student. Use the DTA throughout the entire session as your guide and script exactly as it is written. The DTA will also inform you that you have completed the administration of each session of the test. Remember Session 1 must be completed before Session 2 is assigned. Implement the DTA as written and complete test administration.

DTA Front Matter



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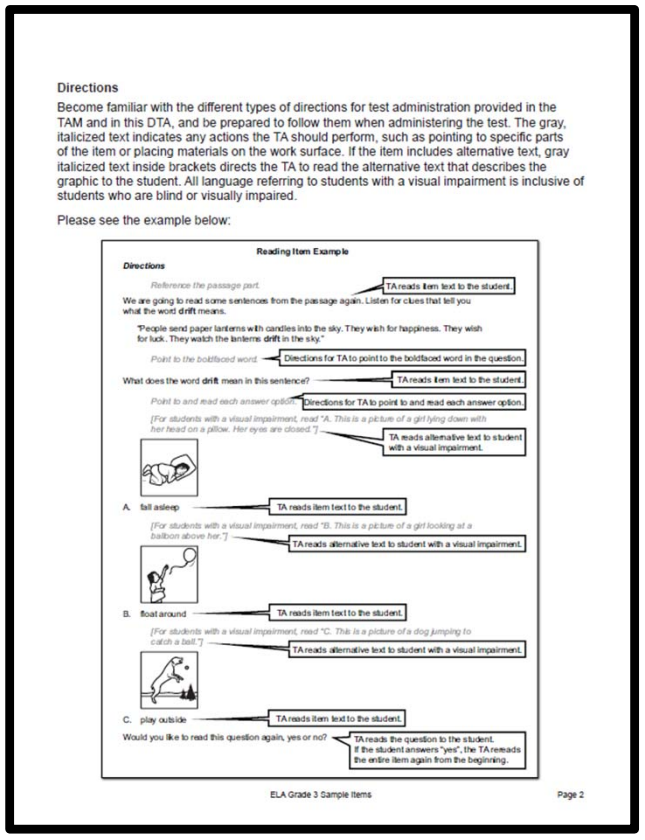

Directions

Become familiar with the different types of directions for test administration provided in the TAM and in this DTA, and be prepared to follow them when administering the test. The gray, italicized text indicates any actions the TA should perform, such as pointing to specific parts of the item or placing materials on the work surface. If the item includes alternative text, gray italicized text inside brackets directs the TA to read the alternative text that describes the graphic to the student. All language referring to students with a visual impairment is inclusive of students who are blind or visually impaired.

Please see the example below:

Reading Item Example

Directions

Reference the passage part. — TA reads item text to the student.

We are going to read some sentences from the passage again. Listen for clues that tell you what the word **drift** means.

"People send paper lanterns with candles into the sky. They wish for happiness. They wish for luck. They watch the lanterns **drift** in the sky."

Point to the boldfaced word. — Directions for TA to point to the boldfaced word in the question.

What does the word **drift** mean in this sentence? — TA reads item text to the student.

Point to and read each answer option. — Directions for TA to point to and read each answer option.

[For students with a visual impairment, read "A. This is a picture of a girl lying down with her head on a pillow. Her eyes are closed."] — TA reads alternative text to student with a visual impairment.

A. fall asleep — TA reads item text to the student.

[For students with a visual impairment, read "B. This is a picture of a girl looking at a balloon above her."] — TA reads alternative text to student with a visual impairment.

B. float around — TA reads item text to the student.

[For students with a visual impairment, read "C. This is a picture of a dog jumping to catch a ball."] — TA reads alternative text to student with a visual impairment.

C. play outside — TA reads item text to the student.

Would you like to read this question again, yes or no? — TA reads the question to the student. If the student answers "yes", the TA rereads the entire item again from the beginning.

ELA Grade 3 Sample Items Page 2

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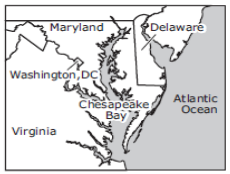
Directions

We are going to read an informational text and a poster about the Chesapeake Bay region.

The Chesapeake Bay Region

[For all students read, "This map shows the Chesapeake Bay region. The Chesapeake Bay borders Delaware, Maryland, Washington, D.C., and Virginia and flows into the Atlantic Ocean."]



The Chesapeake Bay region is a special place. It is a body of water that touches many different areas: Maryland; Virginia; Delaware; Washington, DC; and the Atlantic Ocean. It has an important history, and it is an interesting place to visit.

The History of the Chesapeake Bay Region

The name Chesapeake is from a Native American word. The Algonquian people are Native American people. They lived in the region before Europeans came to North America. They called the bay "Chesepiooc."

Life in the Chesapeake Bay Region

The bay includes both fresh water and salt water. Water from rivers and an ocean flow into it. Many plants, animals, and people live in and around the bay.

People get together to help keep the bay clean and safe for everyone. Fishermen work there. Catching crabs is their specialty. A lot of goods from all over the world are shipped in and out of the bay.

The Chesapeake Bay region is also a fun tourist **destination**. Many people come to visit it.

Now we are going to read a poster about saving the Chesapeake Bay.

[For all students, read "The title of this poster is 'Save the Bay Day.' It has a map, a list, and pictures of animals. The map shows the Chesapeake Bay region. The list reads 'Who: People who care about the Chesapeake Bay,' 'What: A cleanup of the Chesapeake Bay,' 'When: June fifth, eight A.M. to noon,' 'Where: Rivers, streams, and beaches of the Chesapeake Bay,' 'Why: To help clean the bay for the animals and plants that live there.' The pictures are a crab, a tree, and a seagull."]

Save the Bay Day

Who: People who care about the Chesapeake Bay
What: A cleanup of the Chesapeake Bay
When: June 5th, 8 A.M.—noon
Where: Rivers, streams, and beaches of the Chesapeake Bay
Why: To help clean the bay for the animals and plants that live there

Any script the TA must read aloud to the student is in black.

Any actions the TA must perform are in gray italics.

NOTE: *Both types of alternative text will be in brackets with gray italics and should be read aloud as directed in the DTA.*

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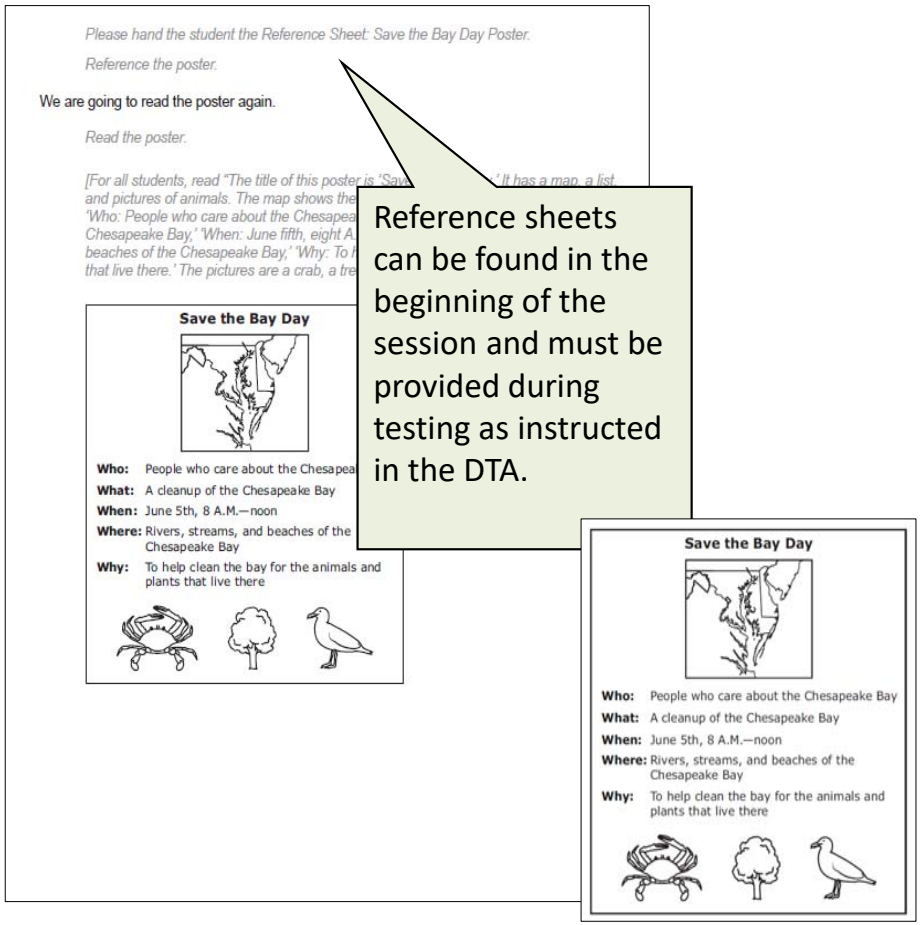

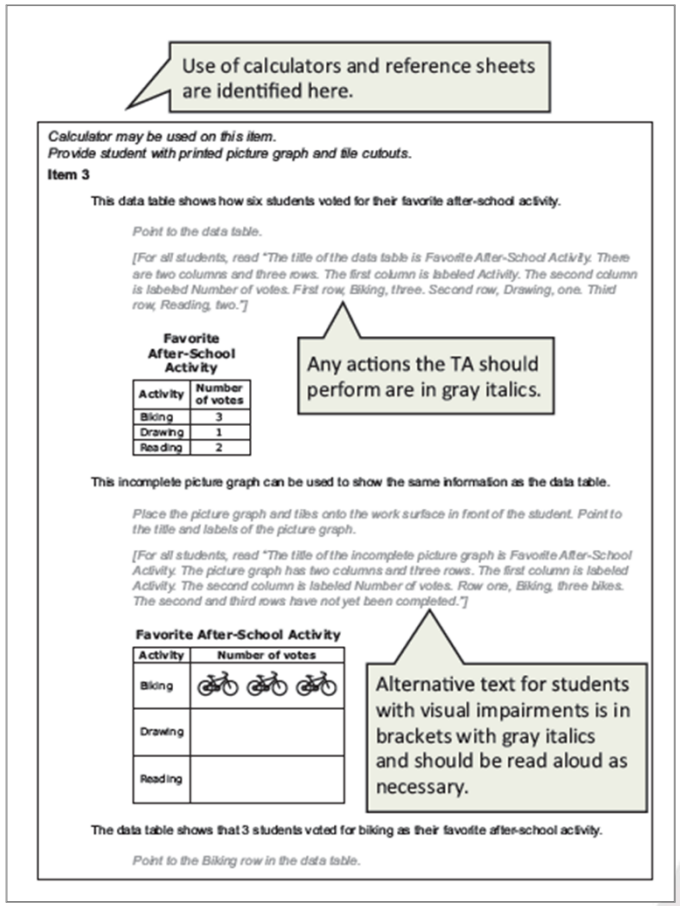

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11. Read the DTA for the test assigned to the student. Use the DTA throughout the entire session as your guide and script exactly as it is written. The DTA will also inform you that you have completed the administration of each session of the test. Remember Session 1 must be completed before Session 2 is assigned. Implement the DTA as written and complete test administration.

Example Science DTA

3-ESS-2.1: Represent data in tables and graphical displays to describe typical weather conditions expected during a particular season.

Response Booklet: page 4

Teacher Script	
SAY	**This data table shows winter weather conditions in New York in 2015.** *Indicate and read the data table to the student.* **The data table is titled "Winter Weather Conditions in New York." It lists data for weather conditions. Average snowfall is forty-three centimeters. Average temperature is thirty-one degrees Fahrenheit.**
ASK	**Based on the data table, which sentence <u>best</u> describes winter in New York?** *Indicate and read each response option to the student.* **It has few windy days.** **It is warm with lots of rain.** **It is cold with lots of snow.**
Student Response	
RECORD	*Fill in the circle for the student's response.* ○ A. It has few windy days. ○ B. It is warm with lots of rain. ○ ***C. It is cold with lots of snow.*** ○ D. No Response

Text to be read aloud is in boldfaced black (if TA is reading the assessment).

Any actions the TA should perform are in italics.

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12. Provide accommodations as outlined in the Accessibility Features and Accommodations section.

Accommodations

Accommodations are changes to the standard administration of an assessment that do not alter the construct being measured.

- Assistive Technology
- Paper Version
- Scribe
- Sign Language

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13. Maintain test security.

Security Requirements

- Maintain all printed test materials in a secure, locked location.
- Protect secure materials from view by other students, teachers, parents, school staff, or other individuals.
- Do not duplicate, reproduce, or share items or other secure test materials.
- Give *all* printed test items or other printed material to the TC for secure shredding.
- Delete any test materials, items, and information from the computer and any AT used by the student after testing is complete

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14. Continue to provide a comfortable and secure testing environment.

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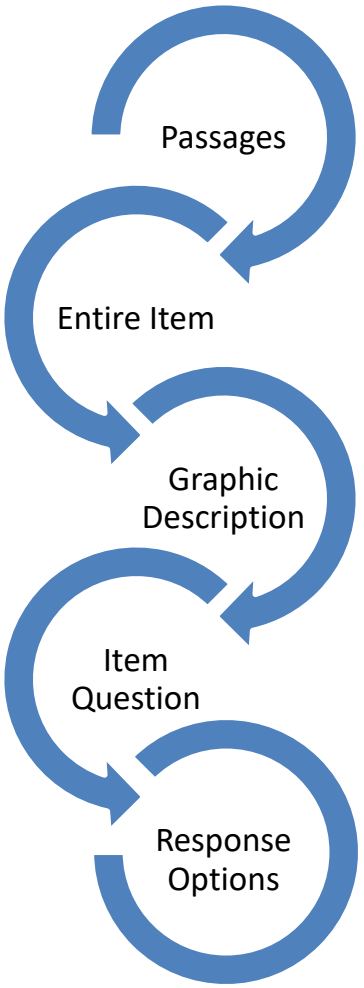
15. Repeat items as necessary during administration.

- Students may require repetition of items or parts of items
- TAs can reread as often as possible in order to obtain a student response.
- TAs are not allowed to paraphrase or emphasize words that would provide hints to correct or incorrect response options.



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16. Report security violations and test irregularities to your TC.

Examples of Test Irregularities:

- Failing to sign/submit the security agreement
- Failing to use the DTA
- Changing the wording of test directions, items, answer options, or any other text
- Using materials other than the DTA
- Using materials not indicated in the DTA
- Providing students with a preview of the test

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16. Report security violations and test irregularities to your TC.

Other Examples of Test Irregularities:

- Providing answers, clues or cueing
- Manipulating test materials that may hint to correct answer
- Changing a student's answer
- Using Test materials for instructional purposes
- Sharing test materials with anyone who is not a trained TA/TC or student taking the Test
- Leaving the MSAA Online Assessment System unattended while logged in
- Administration of the Test by a staff member who did not complete training modules and passed the final quiz

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Test Coordinator Checklist – During Test Administration

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 ESR.*
→	8. **Ensure that students and TAs have the materials and resources needed to administer the test.**
→	9. **Maintain test security.** *Ensure that all test materials are in a secure and locked location when not testing.*
→	10. **Report inappropriate test practices in accordance with state policy.**
→	11. **Report security violations and test irregularities to the State MSAA Coordinator.** *All security violations and suspected irregularities must be reported to the TC according to the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*
→	12. **Ensure that all tests have been submitted or closed by 8:00 pm ET on April 26, 2024.**

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After Test Administration

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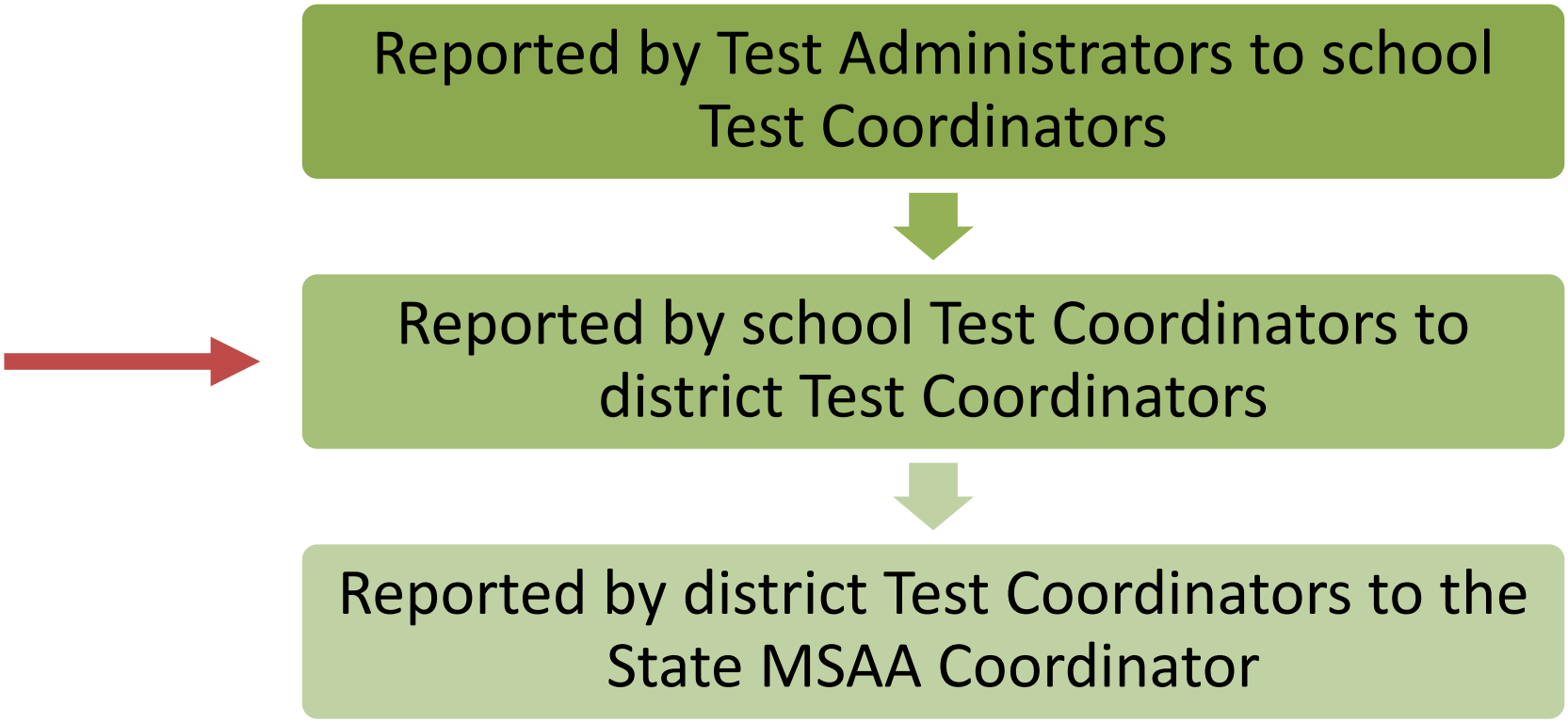
17. Report all inappropriate test practices, security violations, and suspected irregularities to your TC.



Please note: BIE does not have district Test Coordinators as the schools are the LEAs. If the school Test Coordinator requires support, please contact the MSAA BIE Program Manager.

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18. Ensure that all tests have been submitted and/or the Early Stopping Rule has been applied by your TC by 8:00 pm ET on April 25, 2025. *Refer to the section "Administer and Navigate the Test" in the MSAA Online Assessment System User Guide for Test Administrators for specific directions.*

APRIL 2025

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 MSAA Tests Due!	26
27	28	29	30	1	2	3

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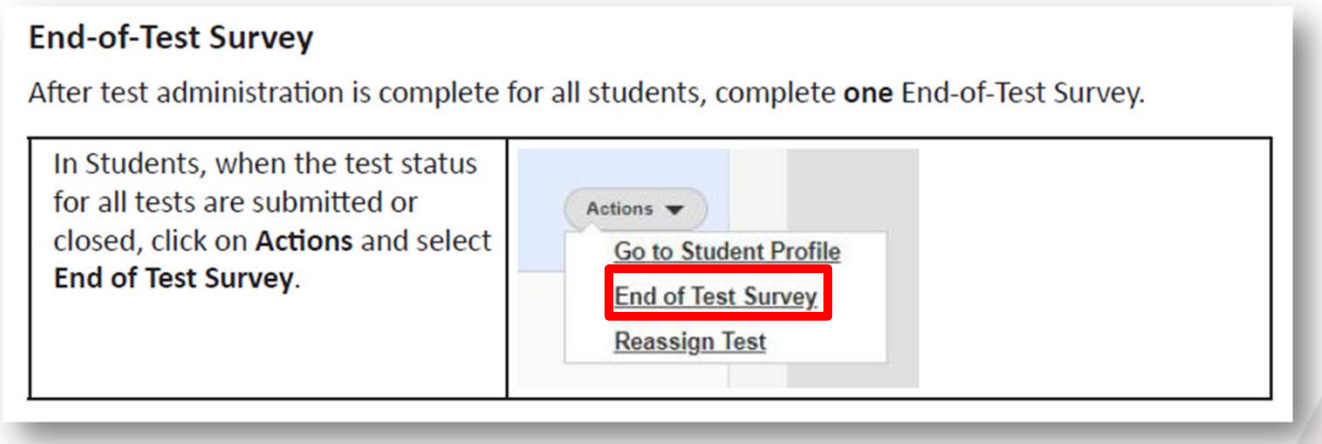
19. Complete the *Accommodations: After Test tab.*

20. Complete the *End-of-Test Survey (EOTS).*



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21. Permanently delete all secure testing materials from electronics and AAC devices.

22. Turn in paper test materials to TC for secure shredding.

Delete all secure materials from…	Paper materials for secure shredding…
• Computers • Tablets • AAC/AT Devices	• DTAs • Paper-Based Tests • Cutouts • Reference Sheets • Scoring Rubrics • Braille Cards • Writing Prompt Materials

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Test Coordinator Checklist – After Test Administration

After Test Administration
13. **Report all inappropriate test practices, security violations, and suspected irregularities to the State MSAA Coordinator.** *All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC according to the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*
14. **Securely shred all printed copies of the test, DTA, scoring rubrics, braille cards, and student work (e.g., writing materials).**

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Tips and Tricks

- One checklist should be used per student and per subject
- Write student name and subject on top of checklist
- Keep checklist accessible for frequent and quick reference
- If you are administering to lots of students:
  - Keep one location where all checklists stay (i.e. a binder, file cabinet, bulletin board) **OR** keep with individual student's testing materials
- Check off steps as you go!

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Check for Learning

- TAs are encouraged to paraphrase the Directions for Test Administration (DTA) while administering the test to a student to make the administration quicker and easier.

A. True
B. False

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Check for Learning

- Where can answers for all technology, system-based questions be located?

A. User Guides
B. Test Administration Manual (TAM)
C. Directions for Test Administration (DTA)

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Check for Learning

- Where is the contact information located for questions concerning BIE specific policies?

A. Page 1 of the User Guides
B. Page 1 of the Test Administration Manual (TAM)
C. Page 1 of the Directions for Test Administration (DTA)

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Who to contact…

- If you have eligibility, policy, test security/irregularity, or IEP questions:
  - Test Coordinator
  - BIE MSAA Program Manager
- Technology questions about equipment to administer the test:
  - Test Coordinator and school or district technology personnel
  - MSAA Service Center as needed
- Login or password concerns, locked tests, or online platform issues:
  - MSAA Service Center
- Administration questions:
  - Refer to the Test Administration Manual (TAM) and/or User Guides
  - Consult with your Test Coordinator
  - Consult with the BIE MSAA Program Manager

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Upcoming Participation Opportunities for MSAA

- MSAA Science Item Content & Bias Sensitivity Review
  - BIE panelists encouraged to apply
- Panelist tasks include:
  - Attending the virtual orientation May 12, 2025
  - Independent review May 19-22, 2025
  - Attend the virtual group panelist feedback session May 22, 2025

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Questions?

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