Arizona Alternate Assessment State-Specific Policy

Contact Information: AlternateAssessment@azed.gov

Topic	State Policy
Test Administrator Requirements	A district employee who has completed training and is familiar to the student may administer MSAA. The test administrator must have their own account in the MSAA platform. The ADE Test Security Agreement Form for Test Administrators must be signed and retained at the district for 6 years. Some examples of allowed test administrators are classroom teachers including those under agency contracts, long-term substitutes, paraeducators, and speech and language therapists. Administration must be in person in a one-on-one setting and only one test can be opened at a time under the same test administrator.
Paper Version	A paper version is an accommodation as state alternate assessments are computer-based assessments. This accommodation must be documented in the student's IEP and used routinely during instruction. The test coordinator or test administrator downloads/prints directly from the assessment platforms. Only print the test sessions needed for each student.
Training for Test Administrators/Test Coordinators	Training for all test administrators and test coordinators is required and must be completed annually. See the Alternate Assessment Test Coordinator Handbook and administration manuals for more information on training for each assessment.
Test Security	Each Alternate Assessment Test Coordinator and District Superintendent/Charter Holder Representative must sign and submit the Test Security Agreement Form for Test Coordinators. Test administrators must also sign the Test Security Agreement Form for Test Administrators. The TA paper forms must be retained by the LEA for 6 years.

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Observations	Test coordinators are required to complete at least one observation. Students selected for observation should be those that are more unique or for test administrators that are new or struggle with test administration. The purpose is to support test administration. PDFs of the observation form are available online and should be submitted using the Microsoft form. In addition, LEAs must cooperate with ADE staff and consultants conducting assessment observations. Detailed information for these observations is sent to Alternate Assessment Test Coordinators.
Test Locations	Testing may occur where the student receives instruction, provided it is a secure test environment. Students who receive instruction in a school building should be tested at that building. Students who receive instruction in a home or hospital setting should be tested in the same setting as their instruction. Test Coordinators must communicate with parents to arrange test sessions for students who are receiving only virtual instruction. Reasonable effort must be made to test all students. Keep in mind that most students will require multiple sessions over several days to complete testing.
Registering Students (MSAA and Alt ELPA Summative)	ADE uploads all eligible students and users directly into the alternate assessment platforms. If a student was not registered during the AZ registration window (using the Student Selector Application) refer to instructions provided in the notification e-mail or the Assessments Bulletin. Test Coordinators may not add students to the alternate assessment platforms. To remove students from an assessment platform, contact the Alternate Assessment Unit with the SSIDs of students to be removed.

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Registering Students (Alt ELPA Screener)	ADE uploads all eligible students directly into TIDE. District Test Coordinators will e-mail the Alternate Assessment Team with the students' SSID number for the request. Students must have been determined by the IEP team to be eligible for alternate assessments and require an English Language Proficiency placement test (screener) based on the responses on the Home Language Survey or missing English language proficiency test.
Second Scorer (Alt ELPA only)	A second scorer is required for **all** students in both writing and speaking domains. See the Test Administration Manual for more details on training requirements and scoring rubrics.
Incident Reporting	Alternate Assessment Test Coordinators must use the Incident Report function in the alternate assessment platform in ADEConnect to report test security issues, errors in administration, and other situations that impact student testing experiences or scores. Do not take action until the Alternate Assessment Unit responds to the report. Do not use Incident Reports for students who are no longer enrolled or not eligible.
Graphic Organizers	A student may use a graphic organizer if it is familiar to the student and the test directions can be read exactly as written. This is not considered an accommodation.

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Scribe and Transcription	The scribe accommodation is used when a student is physically unable to respond to any portion of the test. The test administrator will input the student response into the assessment platform. The scribe accommodation must be documented as a testing accommodation in the student's IEP and used routinely during instruction. Transcription is used when a student is physically able to respond to a test item in a format other than the computer administration. If the test administrator enters the student's response exactly how it was originally produced into the assessment platform, transcription is used. One example is the student completing the writing prompt on paper and the test administrator typing the exact response into the platform.
School Test Coordinators	School Test Coordinators for alternate assessment are not permitted. You may use school test coordinators to help manage test administration; however, any action taken in alternate assessment platforms by a school test coordinator may be reversed and tests may be invalidated. Only District Test Coordinators may take action within the alternate assessment platforms.
Generative Artificial Intelligence (AI)	Generative Artificial Intelligence (AI) is not permitted on alternate assessments.