To:Alternate Assessment Test Coordinator

From:         Bethany Spangenberg, Deputy Associate Superintendent of Assessment

Date:          March 3, 2025

**ALERT: Alt ELPA Administration Closes Friday, March 14, 2025, and MSAA Administration Opens March 10, 2025**

**Alternate Assessment Administration Timeline**

Alt ELPA Screener: August 1 – May 9, 2025

Alt ELPA Summative: January 27 – March 14, 2025

MSAA: March 10 – April 25, 2025

**PearsonAccessNext (PAN)**

Students who are eligible for alternate assessments will also be uploaded in PearsonAccessNext (PAN) for all Statewide Assessments. This includes AASA, AZELLA, ACT ASPIRE and ACT. Students eligible for any alternate assessment (MSAA or Alt ELPA) should remain untested in the PAN system.

The Alternate Assessment Test Coordinator must communicate with the AZELLA and Achievement Test Coordinators to ensure students are administered the correct assessment.

**Requesting to Add Students**

1. If a student was not determined eligible for Alternate Assessment prior to the close of the Student Selector Application on November 29, the student does not take alternate assessments this year. According to the eligibility criteria, IEP teams must allow for suitable instructional time before test administration.
2. If a student transfers, you can send us a list of SSIDs only and we will add the student to the testing platforms. Student records must be updated in AzEDS before the student can be added to any testing platform. Please confirm student records on your SPED72 report before contacting the Alternate Assessment team.
3. For students who have been enrolled in the district all year, the Alternate Assessment Test Coordinator must submit a letter signed by the Alternate Assessment Test Coordinator and their supervisor. The letter will include a list of students' SSIDs and an explanation of why students were missed in the selection process, which was open from October 1 - November 29, 2024. For explanations related to a deficiency in policy or practice, include steps the LEA will take to correct the issue. An explanation stating that the IEP team did not make the determination that the student is eligible for alternate assessment before the close of the Student Selector Application, will not be accepted since this does not follow eligibility guidelines. Only one letter should be submitted after reviewing your student list. Teachers should not be responsible for writing or submitting this letter to the DTC or the State. This task is the role of the DTC.

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**Adding Test Administrators**

Test coordinators can add test administrators directly into the MSAA platform as needed. Please refer to page 22 of the [Test Coordinator User Guide](https://www.msaaassessment.org/system/files/resource-files/MSAA_Spring25_TC_UG_ADA.pdf) to add test administrators.

**Complete MSAA Training**

1. Log into the MSAA system at [www.msaaassessment.org](http://www.msaaassessment.org).
2. Click on the “Test Administration Training” tab on the top menu bar.
3. View each training module for test coordinators while taking notes in your Test Administration Manual.
4. After viewing, return to the training page to view the next module.

**Monitoring Test Administration**

For MSAA, Test Coordinators are required to monitor the progress of all administrations of MSAA and to observe at least one test administration during the testing window. [Link to the MSAA Observation Protocol Survey for District Test Coordinators](https://forms.microsoft.com/Pages/ResponsePage.aspx?id=y7ClWB9EukKloY_f0Fo__NpXcO1kSrpGrTeLeDBTYfBUNE1SMlI5QUJVWEtPNUU5UzBNRUIwWVpYNy4u). Prior to the opening of the test window, Test Coordinators are advised to collect testing dates from all Test Administrators and note that plans to address the needs of individual students appear early in the window.

These may include:

• Students with frequent absences

• Students with behavioral needs that may impact test administration

• Students whose attention is limited or who tire easily, needing multiple test sessions scheduled

• Students with communication difficulties

**MSAA Service Desk**

For assistance with the MSAA system, contact the MSAA Service Desk: Phone: 866-834-8879 Email: MSAAServiceCenter@cognia.org Live Help: [Click to Chat](https://cognia.service-now.com/com.glideapp.servicecatalog_cat_item_view.do?v=1&sysparm_id=2ee88dafdb416200f6c270f5bf9619cf). Please keep in mind student confidentiality and do not email or chat student identifiers (name, DOB, SSID numbers, etc.,). System IDs can be shared using the email or chat functions. Use the call option to discuss specific students

**State Specific Policy**

Test Coordinators must be familiar with [Arizona’s State Specific Policy](https://www.azed.gov/sites/default/files/2024/08/State%20Specific%20Policy%202024-2025.pdf). The information in this policy is not presented in training modules.

If you have questions, please contact us at AlternateAssessment@azed.gov.