To:Alternate Assessment Test Coordinator

From:           Bethany Spangenberg, Deputy Associate Superintendent of Assessment

Date:            April 9, 2025

**ALERT: MSAA Administration Closes Friday, April 25, 2025**

**PearsonAccessNext (PAN)**

Students who are eligible for alternate assessments will also be uploaded in PearsonAccessNext (PAN) for all Statewide Assessments. Students eligible for any alternate assessment **should remain untested in the PAN system.**

**Requesting to Add Students**

1. If students were determined eligible for alternate assessment after November 29, 2024, students do not take alternate assessments this spring. IEP teams must allow for suitable instructional time before test administration.
2. If a student transfers, you can send us a list of SSIDs, and we will add the student to the testing platform. Student records must be updated in AzEDS before the student can be added to the MSAA platform. Please confirm student records on your SPED72 report before contacting the Alternate Assessment team. If you do not see current student records, we are unable to add the students.
3. For students who have been enrolled in the district all year, the Alternate Assessment Test Coordinator must submit a letter with all missed students following the guidelines below.
   1. Preferably on letterhead (email will not be accepted), signed by the alternate assessment test coordinator and their supervisor.
   2. A list of students' SSIDs NUMBERS ONLY.
   3. An explanation of why the students were missed in the selection process, which was open from October 1 - November 29, 2024.
   4. 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 eligibility determination before the close of the Student Selector Application, will not be accepted since this does not follow eligibility guidelines.

­ **Adding Test Administrators**

Test coordinators can directly add additional test administrators into the MSAA platform.

**Complete MSAA Training**

1. Log into the [MSAA system](http://www.msaaassessment.org/) 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. [Observation Protocol Survey link for District Test Coordinators](https://forms.microsoft.com/Pages/ResponsePage.aspx?id=y7ClWB9EukKloY_f0Fo__NpXcO1kSrpGrTeLeDBTYfBUNE1SMlI5QUJVWEtPNUU5UzBNRUIwWVpYNy4u). Test Coordinators are advised to collect testing dates from all Test Administrators and document individual student needs.

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 Incident Report**

Test coordinators must use the Incident Report function in the alternate assessment application in ADEConnect. Do not act until the Alternate Assessment Unit responds to the incident. Incident Reports must be submitted if changes are needed to the test status (e.g., test was closed for a student who was not available for testing, but the test should have remained not started). **See attachment.**

**MSAA Service Desk**

Please contact the MSAA Service Desk to unlock tests. **Only send the SSID number and do not include any additional student identifying information.**

For assistance, contact the MSAA Service Desk:  
Phone: 866-834-8879  
Email: [MSAAServiceCenter@cognia.org](mailto: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)

**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 as it only pertains to Arizona.

If you have questions, please email us at [AlternateAssessment@azed.gov](mailto:AlternateAssessment@azed.gov).