Multi-State Alternate Assessment (MSAA)

Test Administrator Training
March 4, 2021

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Welcome

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

- how to prepare and organize yourself, your student, and your environment before administration.
- how to ensure a valid, comfortable, and secure testing experience.
- how to complete all requirements after administration.

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Housekeeping
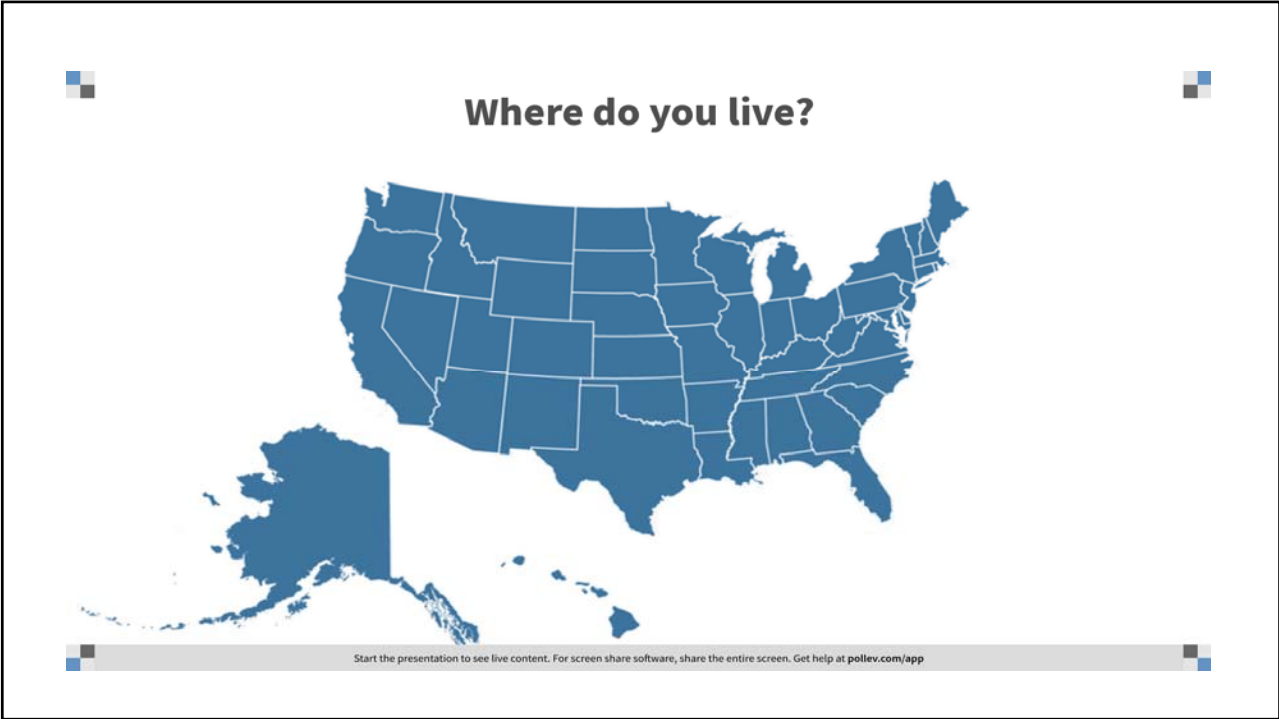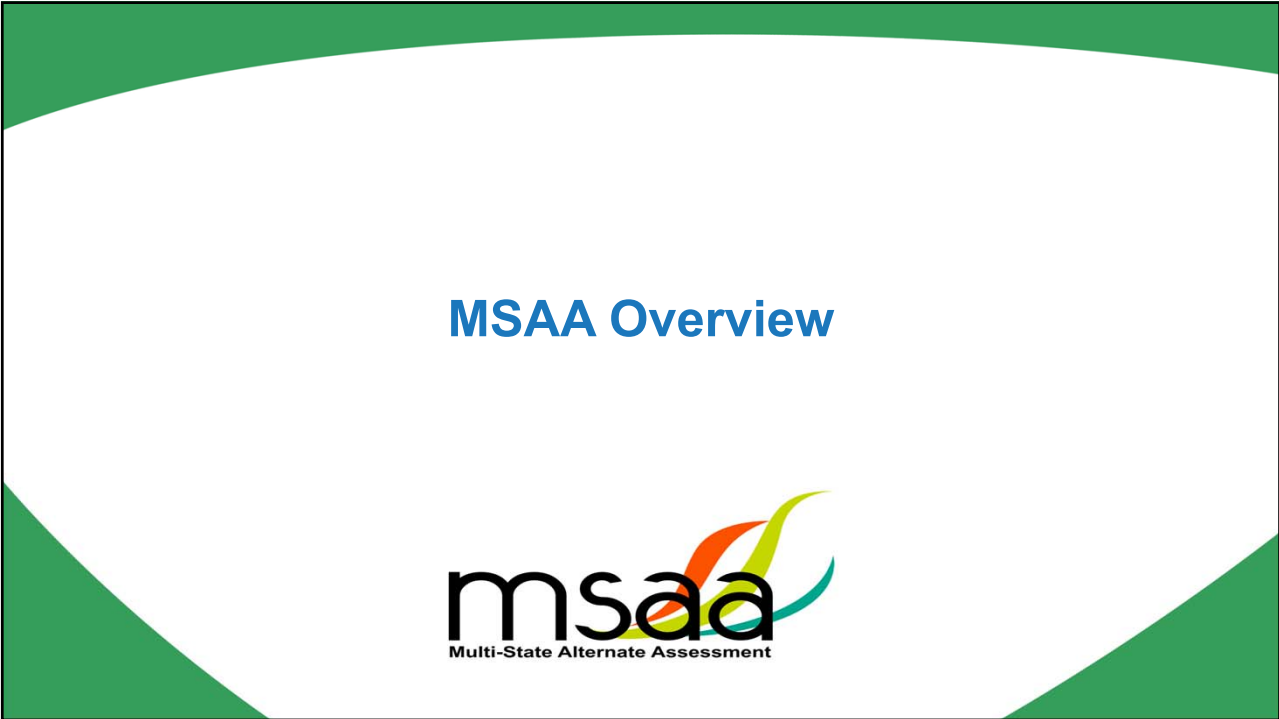
ZOOM   BREAKS   DOWNLOADS   POLLS   QUESTIONS

Agenda

- MSAA Overview
- **Before** test administration
- **During** test administration
- **After** test administration
- Q&A

Where do you live?

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MSAA Overview

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Purpose of the MSAA

- The Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA) require all students in grades 3 – 8 and one year in high school to participate in assessments designed to measure student knowledge and ability on grade-level content standards.

Purpose of the MSAA (cont.)

- Ensure that all students are able to participate in an assessment that is a measure of what they know and can do in relation to state content standards.

- Ensure students with the most significant cognitive disabilities achieve increasingly higher academic outcomes and leave high school prepared for post-secondary options.

Overview of the Test

- Assesses two content areas
  - English Language Arts (ELA)
    - Reading
    - Writing
  - Mathematics

- Aligned to state content standards, MSAA Core Content Connectors (CCCs)

- ELA & Math: Grades 3-8 and 3rd year of high school

Overview of the MSAA (cont.)

- One-to-one test administration

- Administered by a trained Test Administrator

- Formats (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: Computer and Paper

1. Computer, laptop, or tablet administration

2. Paper Version administration

3. Administration using both computer and paper

> NOTE: Students benefiting from the Paper or use of both Computer and Paper administration would also need the Paper Version and Scribe Accommodation documented in their IEP.

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MSAA Test Design

English Language Arts

Stage 1 SESSION 1	Stage 2 SESSION 2
Student performance in Session 1 will determine the version (A, B, or C) of Session 2.	Version A with Writing Prompt
	Version B with Writing Prompt
	Version C with Writing Prompt

Mathematics

Stage 1 SESSION 1	Stage 2 SESSION 2
Student performance in Session 1 will determine the version (A, B, or C) of Session 2.	Version A
	Version B
	Version C
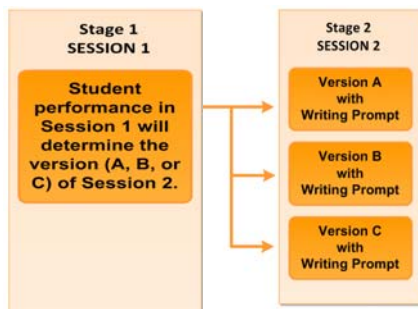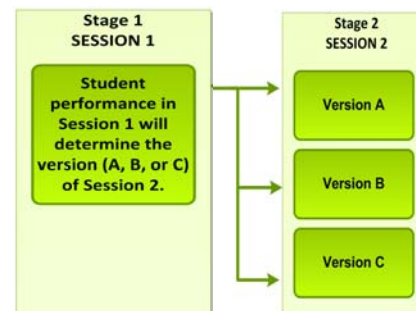
> Session 1 must be submitted into the MSAA system before moving on to Session 2.

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MSAA Item Types

- Selected-Response: All contents

- Constructed-Response: Mathematics

- Student Writing Prompt: ELA
  - Recommended: Administer the ELA portion of the test first!

Student Participation Criteria

- Students who have been determined eligible by their IEP team for participation in their states are eligible to participate in the MSAA Test.

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 impact 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 measureable 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.

Test Security Agreement

- Sign and submit test security agreement

Activating TA Account

- Activate TA account
  - Enter www.MSAAassessment.org into your browser.

Technology Requirements

- Ensure MSAA Online Assessment System is accessible and functioning on the specific device that your student(s) will be using for testing.
- Troubleshoot technology issues.
- Consult district/school technology personnel.
- Reach out to the MSAA Service Center as needed.

Device	Version
Windows Computer	Windows 8.1 or newer
Mac (Apple OS X) Computer	Mac OS X 10.7 or newer
Chromebook	OS 60 or newer
Linux	Ubuntu 16.04.1, Fedora 22 or newer
iPad Mini & iPad 2 or newer	iOS 9 or newer
Android Tablet	Android 5.1 or newer
Windows Tablet	Windows 8 or newer

Browser	Version	To Install
Chrome	48-75+	http://www.google.com/chrome
Firefox	35-67+	http://www.mozilla.com
Internet Explorer & Edge	IE11+	Edge 42-44+	Already installed on all Windows computers
Safari	8-12+	Already installed on all Mac computers

Test Administrator Training

Module #	Module Titles
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

Review MSAA Coordinator Contacts

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Preparing Materials

Download and Become Familiar With…

Test Administration Manual (TAM)

- Provides policies and procedures for TAs and TCs to prepare for the administration of the Test.
- Explains the purpose of each required document for Test Administration in detail as well as the intended user(s) of each document.
- Non-secure material
- They can be obtained electronically on the MSAA System or on the Department's MSAA website.
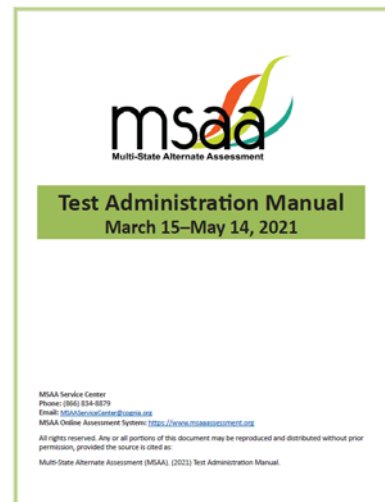
Download and Become Familiar With…

MSAA Online Assessment System User Guide For Test Administrators

- Describes the MSAA System Features and provides TAs step-by-step directions to perform required functions before, during, and after MSAA administration.
- Provides technical information and troubleshooting tips, plus step-by-step instructions to navigate the MSAA Online Assessment System.

MSAA Online Assessment System User Guide for Test Administrators
March 15–May 14, 2021
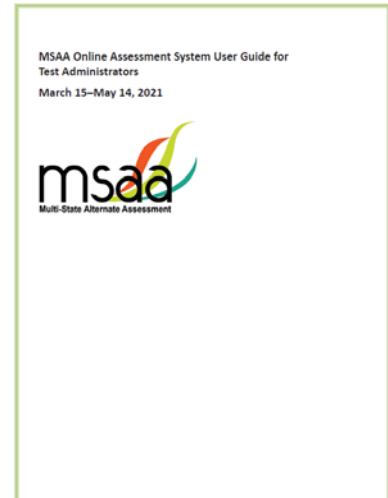
Download and Become Familiar With…

Directions for Test Administration (DTA)

- 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 in the Test
  - details about manipulatives required in order to administer a test item, such as calculators and counters
  - reference sheets that contain important graphics
  - scoring rubrics for mathematics 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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Review and Prepare Test Materials

- Review your student's IEP accommodations
- Ensure that the accessibility features function properly
- Create tactile graphics and object replacements
- Upload vocabulary into AAC/AT devices

Review and Prepare Test Materials (cont.)

- Organize and prepare testing materials
  - Reference sheets (All contents)
  - Constructed response cutouts (Math)
  - Manipulatives (Math)
  - Calculator (Math)
  - Counters (Math)
  - Writing prompt stimulus materials (ELA – Session 2)

In this essay, I will compare and contrast

At school, students can

When students _____, they

When students are at home, they can

Calculator r
Counters o

When students _____, they

Grade 6 School or Home Activities Card 10a

Preparation and Organization Ideas

- Read the DTA!
- Use the reference sheet materials list
- Put reference sheets, cutouts, and/or writing stimulus materials in sequential order of use
- Highlight the materials needed to be provided to the student at top of items in DTA
- Cutout all cutouts beforehand
- Attach the reference sheets, cutouts, and/or stimulus materials to the corresponding item in DTA
- Write numbers of counters student should have at top of item in DTA
- Flag a certain number of items wished to administer in a session in the DTA.
- Find a system that works best for you!

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Complete Student Information

Learner Characteristics Inventory

Accommodations: Before Test

Student Response Check

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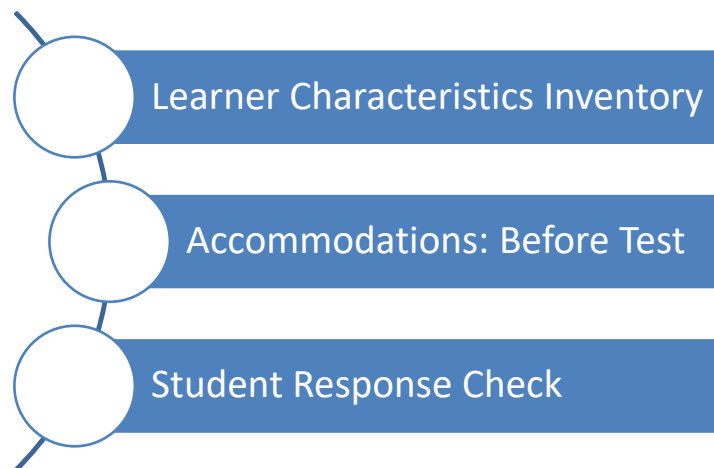
Student Response Check (SRC)

- 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.
- Students must:
    - demonstrate an intent toward the task
    - respond or share information about the stimulus (test item)

- <u>Assigning meaning to habitual or uncontrollable motor movement or vocalization without communicative intent are not considered response modes.</u>

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Student Response Check (SRC)

The **Student Response Check** is a 3-question, content-neutral task used to ensure that the TA can clearly identify which answer a student chooses for a selected-response (SR) item.

You **must conduct** an SRC if you are not certain that the student will communicate an observable response to test items. Unobservable student responses will not permit the TA to enter a student's response in the MSAA System.

You **will not conduct** an 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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Student Response Check (SRC)

Using the SRC and Early Stopping Rule Flowchart

- It is recommended that the SRC be administered **more than one time** during the testing window before the Early Stopping Rule is applied.

- The TA may want to consider changing the time of day, day of week, or location of testing when administering the SRC multiple times.
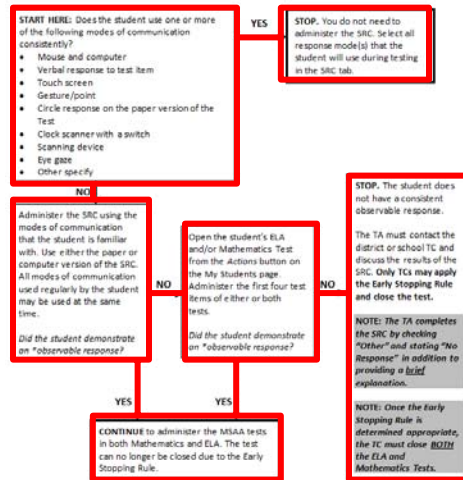
Create a Comfortable and Secure Testing Environment

Comfortable	Secure
• Quiet environment void of distractions • Familiar location • Making sure the student has access to assessment features and accommodations they may need, as noted in student's IEP or daily instruction • Making sure the same computer/device is available for testing • Student is provided with scratch paper as needed • Providing appropriate student position • Providing encouragement to support student engagement and focus	• Restricting student access to resources that are explicitly identified in the DTA (i.e., calculators) • Test items viewed only by student taking the Test and the certified TA. • Removing devices/materials that could jeopardize test content

During Test Administration

Use the DTA Assigned to the Student

- Use the DTA throughout the entire session as your guide and script exactly as it is written.
- The DTA will inform you that you have completed the administration of each Session of the Test.
  - After Session 1 is complete, all answers must be entered into the MSAA Online Assessment System and submitted.

Built-In Supports

- Entire test can be read aloud
- Repeat items as necessary
- Use of manipulatives
- Pictures and graphics support what is read
- Use of models and demonstrations
- Horizontal display

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When poll is active, respond at **PollEv.com/cogniacda018**
Text **COGNIACDA018** to **22333** once to join

Items on the test may only be administered one time. Test administrators are not allowed to repeat any information

True **A**   False **B**

False — True

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Accessibility Features

Accommodations

- Accommodations are changes to the environment, presentation, or response that allow access to content but does not alter what is being measured.
  - Assistive Technology
  - Paper Version of Test
  - Scribe
  - Sign Language
  - Braille Cards
    - Grades 3 and 4 Foundational Reading Items

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

Scribe

A TA may record student responses for all or part of the Test, including the writing prompt. Anyone performing as a scribe for a student must read and follow the *MSAA Scribe Accommodation Protocol* in Appendix A of the TAM. Here are three ways a scribe can support a student's independence during testing:

1. A student is able to use a mouse to select a response to the selected response items but cannot use the keyboard to type a response to the writing prompt. In this case, the scribe can type the student's writing response but may not need to help with any other part of the Test.

2. A student is able to use the mouse but becomes physically fatigued easily. The scribe can select the response the student indicates as needed. The scribe can assist with recording and typing the student's writing response.

3. A student is able to complete the paper version of the Test using AT, AAC, eye gaze, etc. The TA transfers the student's responses into the MSAA Online Assessment System when the student has completed each testing session, or after several items are completed.

NOTE: *The scribe accommodation is used to capture the student's response and the scribe is then required to transfer the response into the MSAA online system. This must by documented in the student's IEP.*

Scribe vs Transcribe

Scribe - Documented in IEP	Transcribe – Accessibility Feature (for any student)
The scribe accommodation is used to capture the student's response and the scribe is then required to transfer the response into the MSAA online system.	Transcribing is the process of transferring a student's response into the MSAA online system. The transcription entered into the system must be an exact replica of what is produced by the student.
Example: If a student needs assistance in completing the writing prompt template or uses AT or an AAC device, the TA can act as the scribe if the accommodation is documented in the student's IEP.	**Example:** Student completes the writing prompt template independently and the TA transfers the response into the online system.

If you have a student who uses eye gaze to make choices and communicate their needs and wants, what assessment features and/or accommodations would your student need to access the MSAA?

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Maintaining the Comfortable Environment

- TAs may pause and resume the Test as needed
- Administer the Test when student is most engaged and focused
  - If student is showing signs of fatigue or is no longer engaged, it is appropriate to pause and resume another time
- Is the schedule working for your student?
- Is the workspace free of distractions?

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Maintaining the Secure Environment

- 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. This includes logging out of the MSAA Online Assessment System and closing the browser after each testing session.
- 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 assistive technology used by the student after testing is complete.
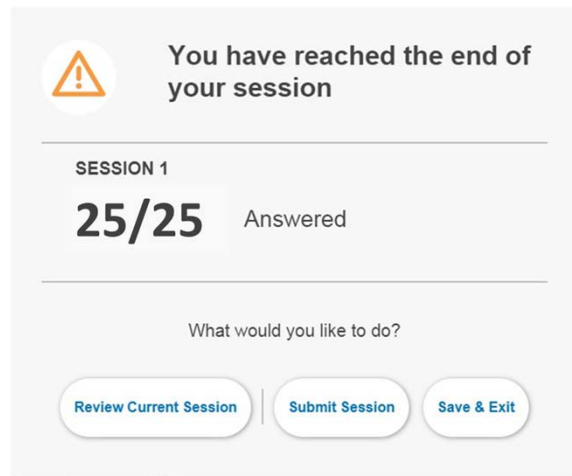
After Test Administration

Ensure All Tests Have Been Submitted

Ensure All Tests Have Been Closed (if applicable)

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 ELA 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: If a student withdrew or is no longer eligible, the TA must contact the TC and/or the BIE MSAA Coordinator.

Complete Tasks in Online Assessment System

- Complete Accommodations: After Test
  - Select the accommodations that the student utilized during the Test.
- Complete End of Test Survey

The Last Step!

- Permanently delete all secure testing materials from electronics and AAC devices.
- Turn in paper test materials to TC for secure shredding.

Important Dates

Test Administration Window	
Action	**Date(s)**
MSAA Administration Window Opens	March 15, 2021, at 8:00 am ET
Last Day to Submit Requests • Grade Reassignments • Reopen Closed Tests	May 12, 2021
End of Test Survey (EOTS) *Complete the 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.*	March 15 – May 14, 2021
MSAA Administration Window Closes *All tests must be submitted or closed by 8:00 p.m. Eastern Time.*	May 14, 2021 at 8:00 p.m. ET

MSAA Service Center

MSAA Service Center Contact Information	
Phone	(866) 834-8879
Email	MSAAServiceCenter@cognia.org
NEW Live Chat	Link at the bottom of the MSAA System Dashboard
	6 a.m. – 8 p.m. ET Monday – Friday

Q&A

When poll is active, respond at **PollEv.com/cogniacda018**
Text **COGNIACDA018** to **22333** once to join

Many of my questions have been answered, and I am ready to take the first steps on the Test Administrator Checklist.

True   False

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Thank You!

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