



# Test Administration Manual

## March 15–May 14, 2021

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Multi-State Alternate Assessment (MSAA). (2021) Test Administration Manual.

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The Multi-State Alternate Assessment (MSAA) is a comprehensive assessment system, designed to promote increasing higher academic outcomes for students with the most significant cognitive disabilities, in preparation for a broader array of post-secondary outcomes. The MSAA is designed to assess students with the most significant cognitive disabilities and measures academic content that is aligned to and derived from each participating state's content standards. This assessment contains many built-in supports that allow students to use materials they are most familiar with, and communicate what they know and can do as independently as possible. The MSAA will be administered in the areas of English Language Arts (ELA) and Mathematics in grades 3-8 and 11. Arizona and Maine will be administering Science in grades 5, 8, and 11.

This assessment was developed with Cognia through the research and development done by the National Center and State Collaborative (NCSC), and is now carried forward by the MSAA State Partners, including American Samoa, Arizona, CNMI, District of Columbia, Guam, Maine, Montana, South Dakota, Tennessee, and United States Virgin Islands.

**In the event that test administration is impacted by COVID-19, please refer back to state-specific guidelines provided by your State Educational Agency (SEA). If you have any questions, refer to the [State MSAA Coordinators Contact Information](#) on page 1.**

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# State MSAA Coordinators

## Contact Information and State Links

State MSAA Coordinator contact information is located in the table below. Please also refer to the appropriate state link for additional detailed information on state-specific policies.

**NOTE:** Throughout this document, whenever “State-Specific Policy Information” is referenced, Test Administrators (TAs) and Test Coordinators (TCs) are directed back to this page for the state-specific link.

American Samoa	Arizona	CNMI
(refer to contact information below)	<a href="http://www.azed.gov/assessment//msaa/">www.azed.gov/assessment//msaa/</a>	(refer to contact information below)
<p>Thor Tinitali 684-633-1323 ext. 226 <a href="mailto:thort@doe.as">thort@doe.as</a></p> <p>Kim Pilitati 684-633-4789 ext. 238 <a href="mailto:kim.pilitati@doe.as">kim.pilitati@doe.as</a></p>	<p>Bethany Spangenberg 602-542-4061 <a href="mailto:Bethany.Spangenberg@azed.gov">Bethany.Spangenberg@azed.gov</a></p> <p>Sarah Han 602-364-0452 <a href="mailto:Sarah.Han@azed.gov">Sarah.Han@azed.gov</a></p>	<p>Fasefulu Tigilau 670-789-8739 <a href="mailto:fasefulu.tigilau@cnmipss.org">fasefulu.tigilau@cnmipss.org</a></p> <p>June De Leon 671-735-2494 <a href="mailto:june.deleon@guamcedders.org">june.deleon@guamcedders.org</a></p>
District of Columbia	Guam	Maine
<a href="http://osse.dc.gov/service/alternate-assessments">osse.dc.gov/service/alternate-assessments</a>	(refer to contact information below)	<a href="http://www.maine.gov/doe/TestingAccountability/MECAS">www.maine.gov/doe/TestingAccountability/MECAS</a>
<p>Michael Craig 202-257-3371 <a href="mailto:Michael.Craig@dc.gov">Michael.Craig@dc.gov</a></p>	<p>Terese Crisostomo 671-300-1323 <a href="mailto:tdcrisostomo@gdoe.net">tdcrisostomo@gdoe.net</a></p> <p>June De Leon 671-735-2494 <a href="mailto:june.deleon@guamcedders.org">june.deleon@guamcedders.org</a></p>	<p>Jodi Bossio-Smith 207-530-1462 <a href="mailto:jodi-bossio-smith@maine.gov">jodi-bossio-smith@maine.gov</a></p>
Montana	South Dakota	Tennessee
<a href="http://opi.mt.gov/Leadership/Assessment-Accountability/MontCAS/Required-Assessments/MSAA-Alternate-FAQ">opi.mt.gov/Leadership/Assessment-Accountability/MontCAS/Required-Assessments/MSAA-Alternate-FAQ</a>	<a href="http://doe.sd.gov/assessment/alternate.aspx">doe.sd.gov/assessment/alternate.aspx</a>	<a href="http://www.tn.gov/education/assessment/alternate-assessment/msaa-alternate-assessment.html">www.tn.gov/education/assessment/alternate-assessment/msaa-alternate-assessment.html</a>
<p>Duane Schlabach 406-444-0748 <a href="mailto:Duane.Schlabach@mt.gov">Duane.Schlabach@mt.gov</a></p> <p>Assessment Help Desk 844-867-2569 <a href="mailto:OPIAssessmentHelpDesk@mt.gov">OPIAssessmentHelpDesk@mt.gov</a></p>	<p>Jessica Alhers 605-295-3152 <a href="mailto:Jessica.alhers@state.sd.us">Jessica.alhers@state.sd.us</a></p> <p>Chris Booth 605-773-6156 <a href="mailto:Christina.Booth@state.sd.us">Christina.Booth@state.sd.us</a></p>	<p>Nancy Williams 615-795-7981 <a href="mailto:Nancy.E.Williams@tn.gov">Nancy.E.Williams@tn.gov</a></p>
United States Virgin Islands	<p><b>In the event that test administration is impacted by COVID-19, please refer to state-specific guidelines provided by your State Educational Agency (SEA).</b></p>	
(refer to contact information below)		
<p>Alexandria Baltimore-Hookfin 340-773-1095 ext. 7084 <a href="mailto:Alexandria.Baltimore@vide.vi">Alexandria.Baltimore@vide.vi</a></p>		

## 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 <ul style="list-style-type: none"> <li>• Grade Reassignments</li> <li>• Reopen Closed Tests</li> </ul>	May 12, 2021
End of Test Survey (EOTS) <i>Complete one 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.</i>	March 15–May 14, 2021
MSAA Administration Window Closes <i>All tests must be submitted or closed by 8:00 pm ET.</i>	May 14, 2021, at 8:00 pm ET

Shipping Directions for Test Administration Window (TN Only)		
<i>Information regarding the following actions is posted in the MSAA Online Assessment System at <a href="http://www.msaaassessment.org/">http://www.msaaassessment.org/</a> under the location listed below.</i>		
Action	Location	Date(s)
Print Materials Initial Orders Arrive Onsite	Order Materials Tab	March 1, 2021
Late Orders Window (will arrive onsite one day before administration window opens)	Order Materials Tab	March 2–9, 2021 (closes at 12:00 pm ET)
Additional Materials Window	Order Materials Tab	March 2–May 10, 2021 (closes at 12:00 pm ET)

Training and Test Administration Documents Posted	
<i>All resources are posted in the MSAA Online Assessment System at <a href="http://www.msaaassessment.org/">http://www.msaaassessment.org/</a> under the locations listed below.</i>	
Training and Test Administration Documents	Location
State-Specific Policy Documents	Resources
Test Administration Manual (TAM)	Resources
Test Coordinator User Guide	Resources
Test Administrator User Guide	Resources
Test Administration Best Practice Videos	Resources/Sample Items Tab
Test Administrator and Test Coordinator Training Modules and Final Quiz ( <i>Available March 1, 2021</i> )	Test Administration Training Tab
Sample Items	Sample Items Tab
Directions for Test Administration (DTA) (Required for each student)	Action Button in Students

## MSAA Technical Support



MSAA Service Center Phone: (866) 834-8879



Email: [MSAAServiceCenter@cognia.org](mailto:MSAAServiceCenter@cognia.org)



**New!** Live Chat: Link at the bottom of the [MSAA System Dashboard](#)

The Service Center for the MSAA is available to Test Administrators (TAs) and Test Coordinators (TCs) from 6 am – 8 pm ET, Monday – Friday, to answer questions about: (1) the MSAA Online Assessment System and (2) test administration procedures. Use this chart to determine the right resource to support your MSAA needs.

### Test Administrators: Contact your Test Coordinator when...

<p><b>You have “How do I...?” questions</b> and you can’t find the answer in the Test Administration Manual (TAM), User Guides, or Technology Requirements (linked at the bottom of the <a href="#">MSAA Dashboard</a>).</p> <p>For example, you need to:</p> <ul style="list-style-type: none"> <li>Change a student’s demographic information</li> <li>Close a test</li> <li>Order paper materials</li> </ul>	<p><b>You do not have a user account.</b> For example, you receive the message, “Sorry, unrecognized username or password” and cannot resolve the issue with the “Request New Password” button.</p> <ul style="list-style-type: none"> <li>The wrong name is associated with your email address</li> </ul>	<p><b>You do not have the necessary MSAA System permissions to make your requested change.</b> For example:</p> <ul style="list-style-type: none"> <li>You need to be assigned to a different (or additional) school or district</li> <li>You need to make a Test Grade Change</li> </ul>
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### Test Administrators and Test Coordinators: Contact the MSAA Service Center when...

<p><b>You have “How do I...?” questions</b> and you can’t find the answer in the TAM, User Guides, or Technology Requirements (linked at the bottom of the <a href="#">MSAA Dashboard</a>), such as:</p> <ul style="list-style-type: none"> <li>You have trouble logging in (and have a user account)</li> <li>Your TA has passed the final quiz (≥80%) but cannot access student test materials</li> <li>You are a TC with questions about making changes to TAs in your district(s)</li> <li>You need to open a locked test</li> </ul>	<p><b>You encounter an error or unusual behavior in the MSAA Online Assessment System with:</b></p> <ul style="list-style-type: none"> <li>User accounts</li> <li>Accessing tests assigned to a student</li> <li>Incorrect or missing student information</li> <li>Access to the MSAA Test Administration Training for TAs and TCs</li> <li>Converting a PDF file to JPEG format for the writing prompts</li> <li>Accessing assessment features or a paper accommodation</li> </ul>	<p><b>When contacting the MSAA Service Center</b>, please be prepared to provide as much detail as possible about the issue and the system on which it occurred. Include the following:</p> <ol style="list-style-type: none"> <li>Your <b>contact information</b> (name, state, district, school, phone number, and email address)</li> <li><b>Student name</b>, if applicable, and state ID number when calling or using live chat (Do not provide student name when emailing an inquiry)</li> <li>Any <b>error messages</b> that appeared</li> <li><b>Operating system</b> and <b>browser information</b></li> </ol>
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### Test Coordinators: Contact your State MSAA Coordinator when...

<p><b>You do not have the necessary MSAA System permissions to make your requested change.</b> For example,</p> <ul style="list-style-type: none"> <li>You need to be assigned to a different (or additional) school or district</li> <li>You do not have visibility to the appropriate Orgs (Districts/Schools)</li> <li>A new student joins your school and needs to be added to the system</li> <li>The wrong name is associated with your email address</li> <li>A test grade change occurs and a student needs a new test assignment</li> </ul>	<p><b>You have test administration or policy questions regarding:</b></p> <ul style="list-style-type: none"> <li>Scoring procedures for constructed-response items</li> <li>Recording student responses into the MSAA Online Assessment System</li> <li>Clarifying requirements of various item types</li> <li>Clarifying administration requirements</li> <li>Describing how to access assessment features or accommodations</li> </ul>
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# How to Use This Manual

## What Is the Purpose of the Test Administration Manual (TAM)?

The purpose of the Test Administration Manual (TAM) is to guide Test Administrators (TAs) and Test Coordinators (TCs) to prepare for and administer the MSAA to eligible students with the most significant cognitive disabilities in their school or district.

Throughout the TAM, select the hyperlinks for more information, resources, state coordinator contact details, or to contact the MSAA Service Center.

## Terms and Acronyms

Table 1 provides a summary of terms with the associated acronyms used frequently in the TAM and other documents needed for test administration.

**Table 1. MSAA Terms and Acronyms**

Term	Acronym
Assistive Technology	AT
Augmentative and Alternative Communication	AAC
Constructed-Response	CR
Directions for Test Administration	DTA
English Language Arts	ELA
Early Stopping Rule	ESR
Individualized Education Program	IEP
Learner Characteristics Inventory	LCI
Multi-State Alternate Assessment	MSAA
Selected-Response	SR
Student Response Check	SRC
Test Administration Manual	TAM
Test Administrator	TA
Test Coordinator	TC

# Introduction

## Purpose of the MSAA

The MSAA was developed to ensure that all students with the most significant cognitive disabilities are able to participate in an assessment that measures what they know and can do in relation to grade-level State Content Standards. The MSAA is one component of a system of curriculum, instruction, and professional development that allows students with the most significant cognitive disabilities to access grade-level content aligned to State Content Standards. For more information, visit <https://wiki.ncscpartners.org> or <https://www.msaastates.com/>.

MSAA's long-term goal is to ensure that students with the most significant cognitive disabilities achieve increasingly higher academic outcomes, and leave high school capable of pursuing a variety of post-secondary options. A well-designed summative assessment alone is insufficient to achieve this goal.

The MSAA is designed to meet the requirements of the Every Student Succeeds Act (ESSA) and Individuals with Disabilities Education Act (IDEA). These laws mandate that all students participate in assessments that measure student achievement on grade-level content standards.

For the purposes of this manual, the MSAA will be referred to as "the Test."

# Administration Procedures Overview

## Which Documents Are Required for Test Administration?

The documents below can be downloaded in PDF format at <http://www.msaaassessment.org> from the Resource section on the homepage. The only exception is the Directions for Test Administration (DTA), which can be downloaded from the “Actions” menu in “Students.” You will need Adobe Acrobat to view the downloaded documents. In some states, printed copies of some of the documents may also be ordered by your district TC. Please contact your district TC for information on what will be ordered and when it will arrive.

Document	Purpose	User
<b>Test Administration Manual (TAM)</b>	Provides policies and procedures for TAs and TCs to prepare for the administration of the Test	TAs and TCs
<b>Directions for Test Administration (DTA)</b>	<p>The DTA <b>must</b> be utilized when administering the Test. It provides all directions for a successful 1:1 MSAA administration and includes the following:</p> <ul style="list-style-type: none"> <li>• directions and scripts for each item in the Test</li> <li>• details about manipulatives required in order to administer a test item, such as calculators and counters</li> <li>• reference sheets that contain important graphics</li> <li>• scoring rubrics for mathematics constructed-response items (CRs)</li> <li>• 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</li> <li>• specific directions to administer the braille versions of ELA foundational reading items in grades 3 and 4</li> </ul> <p><b>NOTE:</b> The DTA is a secure document and available only when TAs complete the MSAA Online Training Modules and pass the Final Quiz.</p>	TAs
<b>MSAA Online Assessment System User Guide for Test Administrators</b>	Provides technical information and troubleshooting tips, plus step-by-step instructions to navigate the MSAA Online Assessment System, such as how to complete the Learner Characteristics Inventory (LCI); how to pause, resume, and submit a test for scoring; when to contact the MSAA Service Center; and how to administer the Student Response Check	TAs
<b>MSAA Online Assessment System User Guide for Test Coordinators</b>	Provides technical information and troubleshooting tips, plus step-by-step instructions to navigate the MSAA Online Assessment System, such as how to check that all TAs have completed their training, how to ensure that all students are properly registered and have the correct grade levels, how to ensure that all tests have been submitted for scoring, how and when to close a student test, and how to download reports during the reporting window	TCs

# Who Should Take the MSAA?

## ***Student Participation Criteria***

The Test may be administered only to students who have been found eligible according to the Participation Criteria by their Individualized Education Program (IEP) team for participation in their state's alternate assessments.

The MSAA participation criteria are described in detail in the *Guidance for IEP Teams on Participation Decisions for the MSAA Alternate Assessment*. Participating states have these guidelines posted on their state-specific websites. Links to these websites can be found here: [State-Specific Policy Information](#) (page 1).

The criteria for student participation in the Test reflect the pervasive nature of a significant cognitive disability. A student deemed eligible must participate in an alternate assessment in all content areas.

Table 2 shows the participation criteria and the descriptors used to determine eligibility for participation for each student.

**Table 2. Participation Criteria**

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.* <i>*Adaptive behavior is defined as essential for someone to live independently and to function safely in daily life.</i>
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.

## ***Individualized Education Program (IEP) Team***

Parents and guardians are members of the IEP team and need to remain engaged in the assessment process beyond determination of student eligibility for the MSAA. Thus, they need to receive accurate information about the MSAA. The resource library below should be made available to parents (and all IEP team members) well before the assessment participation decisions are made for the current school year and subsequent school years. This link provides parents with Tips and Tools: [https://wiki.ncscpartners.org/index.php/Parent\\_Tips\\_and\\_Tools](https://wiki.ncscpartners.org/index.php/Parent_Tips_and_Tools).

Refer to *Unpacking the Alternate Assessment Instructional Framework* for additional support around curriculum, instruction and assessment. See [Contact Information and State Links](#) on page 1 for accessing the document on your state website.

## Who Can Administer the MSAA?

Users in the MSAA Online Assessment System are assigned the role of TA or TC or both TA and TC.

- TAs are responsible for administering the Test to students.
- TCs are responsible for managing the administration of the MSAA.

In addition to the two roles mentioned above, the State MSAA Coordinator supports both TAs and TCs in the management of the administration to ensure that the administration of the Test is successful. The MSAA Service Center supports all roles—TAs, TCs, and State MSAA Coordinators with the primary functions listed in Table 3.

**NOTE:** TAs are not allowed to close a student's test, or edit student demographic information. Refer to the [State-Specific Policy Information](#) on page 1.

**NOTE:** The TC role varies by state. Some states do not have separate school- and district-level TCs. Refer to the [State-Specific Policy Information](#) on page 1.

**Table 3. Who Can Perform Actions in the MSAA Online Assessment System?**

Action	Test Administrator	School Test Coordinator	District Test Coordinator	State Test Coordinator for MSAA	MSAA Service Center
Start, Pause, Resume, and Submit Tests	X	X	X	X	
Print DTA and Paper Test	X	X	X	X	
Complete Student LCI, SRC, and Accommodations Tabs	X	X	X	X	
Add or Edit TA		X	X	X	
Close a Test		X	X	X	
Add Classroom		X	X	X	
Add or Edit TC			X	X	
Add Student or Edit Student Demographic Information				X	
Change Test Form Grade				X	
Technical Support					X
Unlock Test				X	X

In the event that test administration is impacted by COVID-19, please refer back to state-specific guidelines provided by your State Educational Agency (SEA). If you have any questions, refer back to the [State MSAA Coordinators Contact Information](#) on page 1.

# Test Administrators (TAs)

## Who Can Be a TA?

- A certified and licensed educator familiar with the student, typically the student's teacher, who has completed the required MSAA Test Administration Training and the end-of-module quizzes, and has passed the Final Quiz with at least an 80%, can administer the Test.
- A long-term substitute who is a certified and licensed educator, has completed the required MSAA Test Administration Training and end-of-module quizzes, and has passed the Final Quiz with at least an 80%, can administer the Test.
- Some MSAA states have additional policies regarding who can administer the Test and who can assist the TA. Please refer to [State-Specific Policy Information](#) (page 1) to learn about any additional policies in your state regarding who can be involved with administering the Test.

## What Are the Training Requirements for Test Administrators?

All TAs must complete the following two tasks before they can access the DTA and administer the MSAA tests:

1. View the Online MSAA Test Administration Training Modules for Test Administrators, including the end-of-module quizzes. There is no required score that must be achieved to pass the end-of-module quizzes.
2. Complete the Final Quiz with at least an 80% accuracy score.

Table 4 contains a summary of the topics that are covered in the Online Test Administration Training Modules for TAs. The training modules will highlight information from the TAM, DTA, and the [MSAA Online Assessment System User Guide for Test Administrators](#).

**Table 4. Required MSAA Test Administration Training for Test Administrators**

Module #	Module Titles	Approximate Time
Module 1	MSAA Overview	34 minutes
Module 2	Navigating the MSAA Online Assessment System	27 minutes
Module 3	Test Administrator and Test Coordinator Responsibilities	22 minutes
Module 4	The Writing Prompt	17 minutes
Module 5	Accessibility Features and Accommodations	21 minutes
Module 6	Student Response Check and Early Stopping Rule	17 minutes
Approximate Total Training Time		2.5 hours

For AZ and ME, an additional Science content module is provided and must be reviewed prior to accessing the DTA and administering the MSAA Science test. This module does **not** have an end-of-module quiz.

## Who Supports the Administration Process?

### Test Coordinators (TCs)

In general, TCs provide oversight of the Test at the district or school level. Some MSAA states have additional policies regarding who can fulfill the role of TC in their district or school. Please refer to [State-Specific Policy Information](#) (page 1) to learn about any additional policies in your state that apply to the Test Coordinator role.

## MSSA Test Administration Training for Test Coordinators

All district staff fulfilling the role of TC at the district or school level must complete the MSSA Test Administration Training for Test Coordinators. This training focuses on information in the TAM and the [MSSA Online Assessment System User Guide for Test Coordinators](#) and helps safeguard testing integrity by ensuring that TCs are knowledgeable about their responsibilities, appropriate test practices, and the responsibilities of the TAs. TCs are not required to take the Final Quiz. Table 5 lists the training modules that are required for the TCs.

**Table 5. Required MSSA Test Administration Training for Test Coordinators**

Module #	Module Titles	Approximate Time
Module 1	MSSA Overview	34 minutes
Module 2	Navigating the MSSA Online Assessment System	28 minutes
Module 3	Test Administrator and Test Coordinator Responsibilities	21 minutes
Module 4	The Writing Prompt	17 minutes
Module 5	Creating and Managing Users and Classrooms	18 minutes
Module 6	Student Response Check and Early Stopping Rule	18 minutes

**Approximate Total Training Time**

**2.5 hours**

For AZ and ME, TCs will also be required to view one additional module which provides an overview of the MSSA Science test.

## Test Administrator and Test Coordinator Responsibilities

TAs are certified and licensed educators who are responsible for the successful administration of the Test. TCs support TAs by overseeing the administration of the Test. The Test Administrator and Test Coordinator Checklists (Figures 1 and 2) are intended to assist TAs and TCs with completing requirements before, during, and after test administration. For further information regarding TA or TC responsibilities, refer to the full size Test Administrator and Test Coordinator Checklists on pages 47–49.

**Figure 1. Test Administrator Checklist**

The Test Administrator Checklist is a form with a table of tasks and a progress tracker. The tasks are organized into sections: Before Test Administration, During Test Administration, and After Test Administration. The progress tracker has columns for TAM Pg. and Done.

Task	TAM Pg.	Done
1. Ensure that student meets state participation criteria and IP 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.	1	
3. Activate TA account.	N/A	
4. Conduct district-level technology assessment (and the MSSA Service Center as needed) to:	3	
5. Complete MSSA test administration training.	9	
6. Review State-Specific Policy Links and Contact Information.	1	
7. Download the STA and any other documents needed for administration.	6	
8. Review and prepare test materials.	22, 24-29, 36-42	
9. Confirm the student demographic information and complete the following forms:	6, 8, 25, 43-45	
10. Create a comfortable and secure testing environment.	23	
11. Turn in paper test materials to TC.	30	

**Figure 2. Test Coordinator Checklist**

The Test Coordinator Checklist is a form with a table of tasks and a progress tracker. The tasks are organized into sections: Before Test Administration, During Test Administration, and After Test Administration. The progress tracker has columns for TAM Pg. and Done.

Task	TAM Pg.	Done
1. Sign and submit state-specific test security and confidentiality forms.	1	
2. Complete the MSSA test administration training (for TCs).	10	
3. Ensure that TAs have received and completed the required training and can access the online MSSA Online Assessment System.	5, 10	
4. Ensure that technology capacity is met.	N/A	
5. Support TAs in developing a testing schedule so that all tests will be submitted within the administration window.	2	
6. Monitor the administration of the Test.	6-20, 23-25, 43-45	
7. Maintain test security.	30	
8. Report inappropriate test practices in accordance with state policy.	30	
9. Report security violations and test irregularities to the State MSSA Coordinator.	1, 30	
10. Report that all tests have been submitted or closed by 5:00pm ET on April 10, 2021.	2	
11. Report all inappropriate test practices, security violations, and suspected irregularities to the State MSSA Coordinator.	1, 30	
12. Securely shred all printed copies of the Test, STA, testing rubrics, bubble cards, and student work (e.g., writing materials, etc.).	30	

# Test Administration Best Practice Videos

## Best Practice Videos

These short videos outline administration best practices.

- Video 1 demonstrates the online administration of an item, including how to use the scroll, zoom, and full screen capabilities, as well as the utilization of a hybrid (some computer/some paper) administration for the horizontal presentation of answer options.
- Video 2 demonstrates how to administer the Student Response Check (SRC) and the Early Stopping Rule (ESR) while focusing on communication vs. selecting the correct answer, and using devices such as Cheap Talk and Single Switch.
- Videos 3 and 4 demonstrate how to administer the Writing prompt using the DTA, typing responses directly into the platform, inserting annotations, and how to upload, view, and submit the evidence for a Level 2 or Level 3 Writing prompt.

Videos are highly recommended for TAs and TCs and can be viewed multiple times. To access the videos, go to [www.msaaassessment.org/tap/training](http://www.msaaassessment.org/tap/training). The videos are listed below in Table 6.

**Table 6. Best Practice Videos**

Video #	Video Titles	Running Time
Video 1	How to Administer Items	10 minutes
Video 2	How to Administer the SRC and Implement the ESR	12 minutes
Video 3	How to Administer a Level 2 Writing Prompt	17 minutes
Video 4	How to Administer a Level 3 Writing Prompt	16 minutes

**In the event that test administration is impacted by COVID-19, please refer back to state-specific guidelines provided by your State Educational Agency (SEA). If you have any questions, refer back to the [State MSAA Coordinators Contact Information](#) on page 1.**

# The MSAA Test Design

## What Is the MSAA Test Experience?

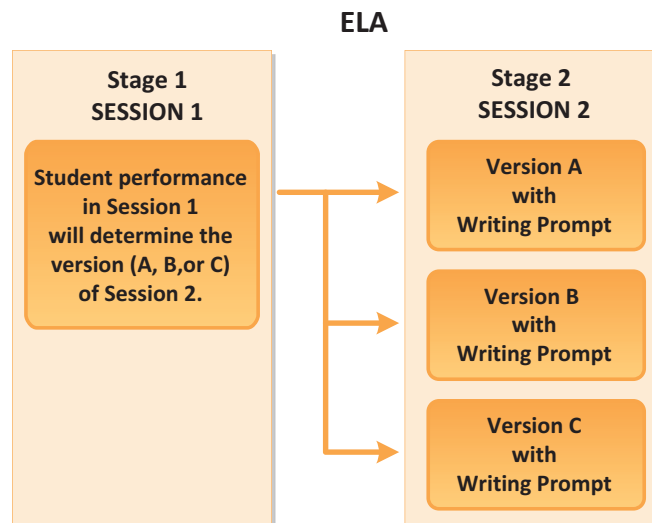
### ELA and Mathematics Test Design

ELA and Mathematics utilize a stage adaptive design that allows students to interact with items that will more accurately reflect the student's abilities. The stage adaptive design has two sessions. In the first session, students will answer items at an array of complexity levels. Based on performance in Session 1, students will be assigned to one of three versions (A, B, or C) of Session 2. The second session will consist of items at complexity levels that are more closely aligned to the student's current abilities.

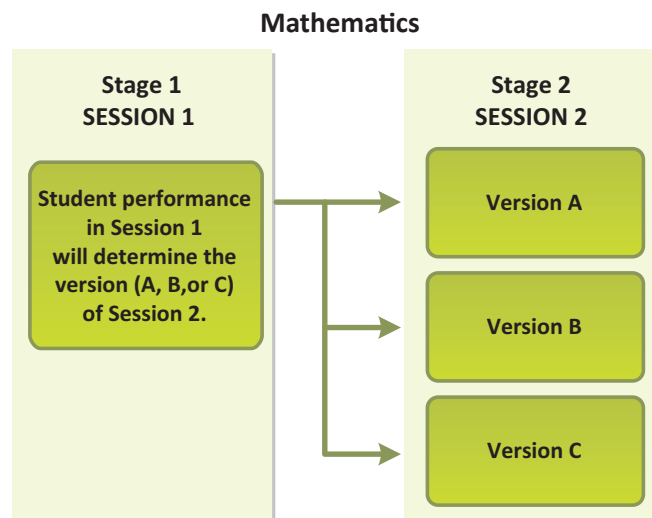
**NOTE:** It is possible that students in the same grade, in the same classroom, will take different versions of Session 2. It is also possible that the same student will, for example, take Version A for ELA and Version C for Mathematics.

Figures 3 and 4 outline the MSAA stage adaptive design for ELA and Mathematics.

**Figure 3. The MSAA ELA Stage Adaptive Design (All Grades)**



**Figure 4. The MSAA Mathematics Stage Adaptive Design (All Grades)**

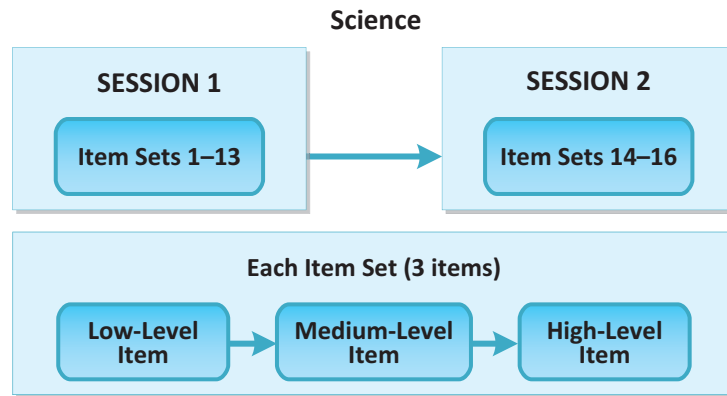


## Science Test Design (AZ and ME Only)

The MSAA Science test design differs from ELA and Mathematics in that there are two sessions in which all items are administered to the student in the order presented. Each assessment consists of a total of 16 item sets. Each item set consists of three items at a varied levels.

**NOTE:** All students in the same grade, in the same classroom, will take the same version of the test.

Figure 5. The MSAA Science Item Set Administration (Grade 5, 8, & 11 in AZ and ME only)



# What Types of Items Make Up the MSAA?

## Selected-Response

Selected-Response (multiple-choice) items are presented to students in a standard format. All directions and materials needed for administering selected-response items are in the DTA that accompanies each test form. Every item is presented in the following order:

1. Item stimulus (which may include a passage, passage part, picture, graphic, or other illustration)
2. Item question
3. Answer options

Students may select an answer from the options in a variety of ways, such as using the computer mouse, verbalizing, gesturing, using eye gaze or communication devices, using assistive technology, etc. Students enter responses into the MSAA Online Assessment System. If the student has the Scribe Accommodation, the scribe enters the response on behalf of the student. For instructions on how to administer the Test using a scribe, refer to Appendix A: *MSAA Scribe Accommodation Protocol*.

## Constructed-Response (CR): Mathematics

The CR items require students to develop an answer instead of selecting an answer from answer options. Each item is presented to the student in a standardized, scripted sequence of steps culminating in the TA scoring the student's performance using the Mathematics Scoring Rubrics and entering the response. Directions and materials needed for administering these items are included in the DTA for Mathematics.

## Writing Prompt: ELA

The writing prompt requires students to produce a permanent product in response to a prompt. Each writing prompt in the DTAs contains the following:

- A standardized, scripted sequence of steps for the TA to follow
- A graphic organizer for students to make notes and plan their essay
- A template to write their essay before it is typed on the computer or uploaded into the system
- A mentor text to present to the student as an example of a finished product (grades 3, 4, 5, & 11 only)

**NOTE:** *Students who can enter an online response using a keyboard do not need to use a printed response template. However, for students who cannot use a computer or mouse, or who have limited communication skills, refer to Appendix A: MSAA Scribe Accommodation Protocol for further suggestions on how to adapt the writing prompt in order to make it more accessible.*

## Considerations for Administration of the Writing Prompt

1. **Use a graphic organizer.** Students may use a graphic organizer that is familiar and that can be used without changing the directions for the writing prompt. Please refer to State-Specific policy for more information.
2. **Annotate.** If the student's writing sample includes inventive spelling, hard-to-read penmanship, or use of symbols, please annotate. Refer to Appendix A for more details on annotation.
3. **What needs to be uploaded to the MSAA System?** Only the final "Response Template" needs to be uploaded. Do not include idea cards, drafts, pictures of communication boards/devices, student selections from pictures, etc. If your student uses a communication board/device, please upload only a picture of the final writing product produced with the device. Do not upload pictures of students.
4. **Where can I find more information about uploading writing evidence?** Refer to the [MSAA System User Guide for Test Administrators](#) for specific directions regarding how and when to capture and upload writing evidence.

## What Does an Item Look Like?

TAs and students can access multiple sample items prior to the beginning of the test window. The sample items are located in the MSAA Online Assessment System at <http://www.msaaassessment.org/> under Resources. It is highly recommended that students have the opportunity to practice and become familiar with the testing platform including the writing prompt. In addition, students should access the [sample items](#) to ensure familiarity with the item types and accessibility tools. Below and on the following two pages are four sample items, one each for ELA and Science, and two for Mathematics, in the online presentation view.

### Sample Item – ELA Grade 8

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

Items may begin with introductory text telling the student what the item is about and how the student will proceed through the item.

Next, the passage is presented and read.

#### The Chesapeake Bay Region



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.

#### 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



Items may have a "remember" statement to remind the student of key definitions or information about the item prior to asking the question.

The topic is what the text is about.

What is the topic of the text and the poster?



**NOTE:** As shown here, the introductory text, passage, and answer options may be viewed across multiple pages in the online system view. The student/TA must utilize the scroll bar and "Next" button to proceed through the item. For further step-by-step instructions, refer to the [MSAA Online Assessment System User Guide for Test Administrators](#).

like to read this question again, yes or no?


Test questions follow the passage with either two or three answer options. The student may select only one answer option.

## Sample Item – Mathematics Grade 3

This data table shows how six students voted for their favorite after-school activity.

Favorite After-School Activity	
Activity	Number of votes
Biking	3
Drawing	1
Reading	2

This incomplete picture graph can be used to show the same information as the data table.

Favorite After-School Activity	
Activity	Number of votes
Biking	
Drawing	
Reading	

The data table shows that 3 students voted for biking as their favorite after-school activity.

The picture graph also shows that 3 students voted for biking as their favorite after-school activity.

The data table shows that 1 student voted for drawing as his favorite after-school activity.

The row labeled "Drawing" in the picture graph needs 1 crayon tile.

Items may begin with a model telling the student what the item is about.

Use the book tiles to show how many students voted for reading as their favorite after-school activity. You may not need all of the tiles.

☐ The student provided the correct answer.

☐ The student did not provide the correct answer.

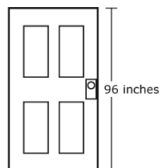
For constructed-response items, the test administrator selects the response that corresponds with the student performance.

## Sample Item – Mathematics Grade 5

There are 12 inches in 1 foot.

$$12 \text{ inches} = 1 \text{ foot}$$

This door has a height of 96 inches.



What is the height of this door in feet?

☐ 7 feet

☐ 8 feet

☐ 9 feet

Questions have either two or three answer options. The student may select only one answer option.

## Sample Item – Science Grade 5 (AZ and ME only)

This data table shows winter weather conditions in New York in 2015.

Weather Condition	Data
Average snowfall	43 cm
Average temperature	31°F

Based on the data table, which sentence **best** describes winter in New York?

☐ It has few windy days.

☐ It is warm with lots of rain.

☐ It is cold with lots of snow.

Items begin with information that sets the context for the question being asked.

Questions have three answer options. The student may select only one answer option.

### **New!** MSAA Sample Item Teacher Guides for ELA and Mathematics

In addition to using the sample items to practice and become familiar with the testing platform, item types that are part of the Test, and accessibility tools, the new MSAA Sample Items Teacher Guides can help teachers use the sample items as a formative assessment tool. This resource will allow teachers to understand what students may be able to know and do based on the sample items, and how teachers can respond to this information through instruction. The MSAA Sample Item Teacher Guides are located in the MSAA Online Assessment System at [www.msaaassessment.org/tap/sample-items](http://www.msaaassessment.org/tap/sample-items).

# What Are the Directions for Test Administration (DTA) and How Are They Used?

## Purpose of the DTA

**REQUIRED** The DTA is a required document for administering the Test. It provides the TA with a script of specific instructions for administration of all items on the Test.

## Additional Materials for Test Administration

Additional materials for Test administration are listed (as applicable) in each DTA. Refer to the DTA for:

- List of Manipulatives and instructional materials by Form (Mathematics only)
- Reference Sheets – required graphics that are to be printed and presented to the student during administration
- Constructed-Response Cutouts – required materials to be printed, cutout, and presented to the student during administration of constructed-response items (Mathematics only)

## Directions and Guidelines for Use

The following directions for administration should be used along with the instructions and directions provided in the DTA for the Test assigned to the student.

1. The DTA must be accessed and downloaded from the Action button in the MSAA Online Assessment System at <http://www.msaaassessment.org/>. Each DTA is specific to the form, or version, of the Test that is assigned to the student. The DTA is **required** for use throughout test administration.
2. Gray, italicized text in the directions provides instructions for the TA on what to point to in the items and should *not* be read aloud to the student.
3. Read the directions, passages, items, and answer option text exactly as written, reading with a consistent rate of speed and tone of voice, as appropriate.
4. Be familiar with and utilize the Alternative Text, as appropriate. Alternative Text is written in gray italics and appears in brackets. Two types of Alternative Text are provided in the DTA:
  - a. Alternative Text for all students includes standardized descriptive statements for tables, charts, graphs, timelines, and equations to be read aloud to *all* students.
  - b. Alternative Text for students who are blind or visually impaired includes descriptive statements for tables, charts, graphs, and any other graphics necessary for appropriate interaction with the items (e.g., an answer option that is a graphic with no accompanying text, or a graphic that provides contextual clues for a sighted student). All language referring to students with a visual impairment is inclusive of students who are blind or visually impaired.

**NOTE:** *If the Alternative Text for students who are blind or visually impaired is not read by the computer, the TA must read this text aloud to the student as indicated in the DTA.*

On the following pages are excerpts from the DTAs.

**NOTE:** *For further sample items and their corresponding DTAs, go to <http://www.msaaassessment.org/tap/sample-items>*

## Directions for Test Administration (DTA)

### ELA Grade 8

**REQUIRED**

This page shows an excerpt from the DTA for ELA Grade 8 to demonstrate the administration of the sample item presented on page 15.

**NOTE:** For current Sample Items and DTAs, go to <http://www.msaaassessment.org/tap/sample-items>



Spring 2021

Directions for Test Administration  
English Language Arts (ELA)  
Grade 8 Sample Items

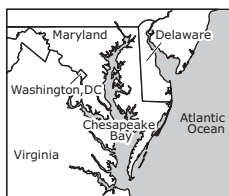
Any script the TA must read aloud to the student is in black.

#### 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 flows into it. Many plants, animals, and people live in and around the bay.

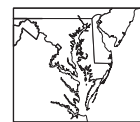
People get together to help keep the bay clean and safe for everyone. Fishermen work there. Catching crabs is their specialty. A lot of goods from all over the world are shipped in and out of the bay.

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 actions the TA must perform are in gray italics.

#### 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



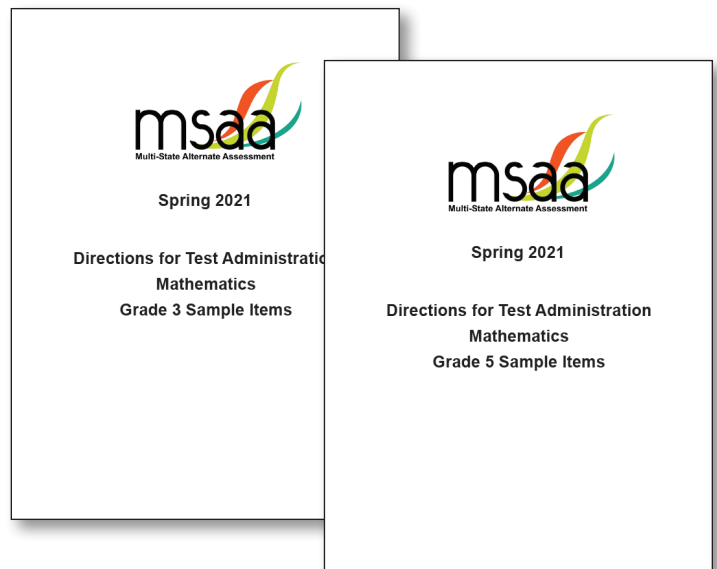
Reference sheets can be found in the beginning of the session and must be provided during testing as instructed in the DTA.

## Mathematics Grades 3 and 5

**REQUIRED**

This page shows an excerpt from the DTA for Mathematics Grade 3 and another from the DTA for Mathematics Grade 5 to demonstrate the administration of the sample items presented on page 16.

**NOTE:** For current Sample Items and DTAs, go to [www.msaaassessment.org/tap/sample-items](http://www.msaaassessment.org/tap/sample-items)



Use of calculators, cutouts, and reference sheets are identified here.

Calculator may be used on this item.  
Provide student with printed picture graph and tile cutouts.

### Item 3

This data table shows how six students voted for their favorite after-school activity.

Point to the data table.

[For all students, read "The title of the data table is Favorite After-School Activity. There are two columns and three rows. The first column is labeled Activity. The second column is labeled Number of votes. First row, Biking, three. Second row, Drawing, one. Third row, Reading, two."]




Favorite After-School Activity	
Activity	Number of votes
Biking	3
Drawing	1
Reading	2

Any actions the TA should perform are in gray italics.

This incomplete picture graph can be used to show the same information as the data table.

Place the picture graph and tiles onto the work surface in front of the student. Point to the title and labels of the picture graph.

[For all students, read "The title of the incomplete picture graph is Favorite After-School Activity. The picture graph has two columns and three rows. The first column is labeled Activity. The second column is labeled Number of votes. Row one, Biking, three bikes. The second and third rows have not yet been completed."]

Favorite After-School Activity	
Activity	Number of votes
Biking	  
Drawing	
Reading	

Alternative text for students is in brackets with gray italics and should be read aloud as necessary.

The data table shows that 3 students voted for biking as their favorite after-school activity.

Point to the Biking row in the data table.

Calculator may be used on this item.

### Item 2

There are 12 inches in 1 foot.

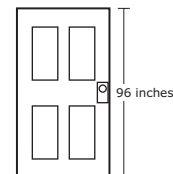
Point to the equation.

[For all students, read "Twelve inches equals one foot."]

12 inches = 1 foot

This door has a height of 96 inches.

Point to the picture of the door.



What is the height of this door in feet?




Point to and read each answer option.

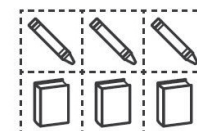
- A. 7 feet
- B. 8 feet
- C. 9 feet

If the TA is reading aloud to the student, the script is given in black.

### Sample Items - Constructed-Response Grade 3

Please print this page prior to test administration for student completion of constructed-response item.

Favorite After-School Activity	
Activity	Number of votes
Biking	  
Drawing	
Reading	



Constructed-response cutouts are found in the beginning of the session and are to be prepared prior to testing.

## Science Grade 5 (AZ and ME only)

REQUIRED

This page shows an excerpt from the DTA for Science Grade 5 to demonstrate the administration of the sample items presented on page 17.

**NOTE:** For current Sample Items and DTAs, go to <http://www.msaaassessment.org/tap/sample-items>



Spring 2021

Directions for Test Administration  
Science (AZ and ME Only)  
Grade 5 Sample Items

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

### Teacher Script

<b>SAY</b>	<p><b>This data table shows winter weather conditions in New York in 2015.</b></p> <p><i>Indicate and read the data table to the student.</i></p> <p><b>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.</b></p>
<b>ASK</b>	<p><b>Based on the data table, which sentence <u>best</u> describes winter in New York?</b></p> <p><i>Indicate and read each response option to the student.</i></p> <p><b>It has few windy days.</b></p> <p><b>It is warm with lots of rain.</b></p> <p><b>It is cold with lots of snow.</b></p>
<b>Student Response</b>	
<b>RECORD</b>	<p><i>Fill in the circle for the student’s response.</i></p> <p><input type="radio"/> A. It has few windy days.</p> <p><input type="radio"/> B. It is warm with lots of rain.</p> <p><input type="radio"/> <b>C. It is cold with lots of snow.</b></p> <p><input type="radio"/> D. No Response</p>

If the TA is reading aloud to the student, the script is given in black.

Any actions the TA should perform are in italics.

Alternative text to be read to **all students** appears within the TA script as black text. Alternative text to be read only to **students with visual impairments (VI)** appears within the italicized text which describes actions TAs should perform and is called out as VI text to be read.

# Accessibility Features and Accommodations

## What Are Accessibility Features?

There are many ways to provide support and increase accessibility for students. MSAA has two designations of test support. First are accessibility features that are available to any student who benefits from the support. The second are accommodations that must be included in the student's IEP prior to test administration. When selecting which accessibility features and accommodations are most effective, keep the following in mind:

- Accessibility features and accommodations may not restrict a student's independence or communication.
- Accessibility features and accommodations must be based on what the student uses during daily instruction.
- Students and TAs should become familiar with the assessment features selected and should practice using them with the sample items prior to administration of the Test.
- If using any assistive technology (AT) or augmentative and alternative communication (AAC) device, practice with the sample items prior to the administration of the Test to ensure that the technology is functioning appropriately. For more information on technology, refer to the *MSAA Online Assessment System User Guide for Test Administrators* found at <http://www.msaaassessment.org/>.

## Timing and Scheduling

Every student is different and has varying degrees of stamina and levels of ability to stay on task. TAs may pause testing to take a break at any time. A test session for a student may consist of one or two items at a time, or ten or more items. The Test is not timed and can be paused for a variety of reasons, including frustration, lack of engagement, refusal to participate, or sickness. The TA may pause and resume the administration of the Test as often as necessary during the whole administration window. A break may consist of a few minutes to a few days, depending on the student's needs. The MSAA system does not have any restrictions regarding pausing or length of breaks. Refer to the [MSAA Online Assessment System User Guide for Test Administrators](#) for directions regarding pausing, resuming, and submitting a test.

For some students, a break in their daily routine is very disruptive. For students who respond best to consistent routines, TAs may consider building MSAA time into their daily schedule beginning several weeks prior to testing. For example, dedicating 5 to 10 minutes during ELA instruction and 5 to 10 minutes during mathematics may improve the testing experience for the student.

**NOTE:** *It is important to remember that breaks in testing can be given at any time. There is no limit to the number of breaks a student can receive during testing.*

## Supporting Students Prior to Testing

To ensure that students have equitable opportunity to access the items, the TA should read the test items and DTA prior to the Test. The following are acceptable ways to prepare students prior to testing:

- Plan for appropriate presentation mode.
  - The presentation mode needed should be determined prior to administration. Student access needs should be considered when planning presentation accommodations (i.e., auditory/ASL, visual, tactile, placement of items, response options, or manipulatives).
- Plan for appropriate response mode.
  - The mode for responding should also be determined prior to administration. A student may respond utilizing the mode most accessible to the student. This may include

- selecting, pointing to, gesturing towards, gazing at, or touching a response option or cutout. A student may give a verbal or signed response, produce a written response, hand the TA a manipulative, or use assistive technology or a communication device.
  - o Answer choices may be cut out.
- Gather supplemental materials before administering the Test.
  - o Manipulatives, paper, writing utensils, tactile or object replacements, cutouts, etc.
- Administer the MSAA Sample Items with the student prior to testing to confirm presentation mode, response mode, supplemental materials, and accessibility features/accommodations are appropriate for the student.
- Review the MSAA vocabulary lists to identify any words that may need to be introduced or reviewed with the student.
- Add and/or review any vocabulary words, phrases, and alternative text with students using sign language, creating new tactile graphics or objects, or adding pictures or symbols to a word bank, word book, or other communication device.
- Use the writing rubrics when planning instruction.

## Creating a Comfortable and Secure Testing Environment

A secure testing environment includes but is not limited to the following:

- Restricting student access to resources that are explicitly identified in the DTA (such as calculators)
- Viewing of test items only by the student taking the Test and the certified, licensed, and trained TA administering the Test
- Removing any devices or materials that could jeopardize test content in the test-taking environment or distract the student
- Ensuring a quiet test-taking environment, void of distractions, and one that does not permit other students to hear the responses to the items of the student being tested. This does not need to be a separate room or location in the school building if the student is unfamiliar with that space. Students are often comfortable in a routine, and disrupting this routine could have consequences on their ability to focus on the Test. A secure and comfortable space could be a corner of the classroom where the TA and the student can work uninterrupted and in privacy. Other students may remain in the classroom but cannot interfere when testing is taking place. Additional staff may be required in order for the TA to focus on the student being tested.
- Reviewing the assessment features and accommodations the student may need
- Making sure the same computer (if using a computer administration), laptop, tablet, or other device is available for testing. This ensures that security of materials is maintained.
- Providing scratch paper for students to make notes or solve math items. All scratch paper must be submitted to the TC for secure shredding.
- Providing appropriate student positioning, appropriate assessment features, and the accommodations in the student's IEP that are consistent with MSAA accommodations policies.
- Providing encouragement to support student engagement and focus. TAs may use phrases that do not indicate either the correct or incorrect response. Examples of acceptable encouraging phrases include:
  - o "I like the way you are listening and following directions."
  - o "Only one more to go!"
  - o "Just five minutes until a break!"
  - o "Keep working!"

## Physical Prompting

The use of any physical prompting, including hand over hand, **invalidates** the results of the Test for the student. The use of physical prompting is considered a modification to the standard administration procedures outlined in this document.

## The Types of Administration

There are three options for administering the MSAA:

1. **Computer, laptop, or tablet administration** is for students who are fairly independent at using a computer or tablet. These students can manipulate a mouse and use a keyboard with some independence.

**NOTE:** A computer administration is considered the standard administration for the Test.

2. **Paper Version administration** is for students who cannot use a computer or tablet. This includes students who use eye gaze boards and/or who have significant motor challenges that prevent them from being able to use a mouse, keyboard, or writing implement. This accommodation may also be helpful for students who are easily distracted by technology. For example, they focus more on clicking the answer options rather than paying attention to the items. TAs are allowed to cut out the response options and present horizontally or vertically if that is how the student accesses materials in lessons and assessments on a regular basis. *Students benefiting from this type of administration would also need the Paper Version and Scribe Accommodation documented in their IEP.*

3. **Administration using both computer & paper** is for students who have some ability to use a mouse and/or have very limited keyboarding skills. A hybrid administration is appropriate for students who may be able to use a mouse to select their answers but cannot type or need significant assistance. For students receiving this type of administration, accessibility features and test support from both the computer administration and Paper Version administration lists may be used as necessary in order to preserve student independence and promote access to the Test. *Students benefiting from this type of administration would also need the Paper Version and Scribe Accommodation documented in their IEP.*

**NOTE:** Remember, regardless of the mode of participation (i.e., computer, paper or hybrid), all student responses **must** be entered and submitted via the online system for Session 1, before an assignment in Session 2 may be determined.

## Check the MSAA Online Assessment System and Assessment Features Before Testing

Log in to the MSAA Online Assessment System before testing to ensure that the computer, laptop, or tablet, login information, and any necessary assessment features are working as intended.

- Make sure that the computer, any AAC and assistive technology device a student may use meets the minimum requirements, are in working order, are available for testing, and are compatible with the MSAA Online Assessment System. Refer to the [MSAA Online Assessment System User Guide for Test Administrators](#) for information on compatibility and requirements of the MSAA Online Assessment System.
- Review the sample items in the MSAA Online Assessment System with the student and practice using any necessary assessment features and accommodations.
- Develop a schedule to administer the Test.

On the following pages are lists of accessibility features that may be helpful for students taking the computer, laptop, or tablet administration or for those students for whom a paper or hybrid administration is appropriate. Use of accessibility features should be based on individual needs. Some features are embedded in the online system while others are provided by the TA. Refer to the [MSAA Online Assessment System User Guide for Test Administrators](#) for information about how to turn on or turn off embedded assessment features.

## Accessibility Features: Computer, Laptop, or Tablet Administration

<b>Allowed Reading</b>	The TA may read 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 word substitution.
<b>Alternate Color Theme Tool</b>	<p>The student or TA can change the onscreen background color and/or text color based on need or preference. The options are:</p> <ul style="list-style-type: none"> <li>• White background with black text</li> <li>• Light blue background with black text</li> <li>• Black background with white text</li> <li>• Cream background with black text</li> <li>• Light magenta background with black text</li> <li>• Dark blue background with light blue text</li> </ul>
<b>Alternative Text</b>	Alternative text includes descriptive statements for graphics (e.g., tables, charts, graphs, timelines, etc.) that may need to be described verbally in order for the student to understand an item. <i>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.</i>
<b>Answer Masking Tool</b>	The embedded Answer Masking tool allows students and TAs to electronically cover and reveal individual answer options as needed.
<b>Audio Player Tool</b>	The embedded Audio Player reads each line automatically and can be paused, resumed, and made to repeat segments as needed.
<b>Increase/Decrease Size of Text and Graphics</b>	Computers, laptops, and tablets provide zoom-in and zoom-out functions. Projection systems, video magnifiers, and smart boards may be used to increase the size of text and graphics. The zoom feature found in web browsers may also be used to reduce the size of text or graphics in order to view more item information on one page.
<b>Increase Volume</b>	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.
<b>Line Reader Tool</b>	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.
<b>Magnification Tool</b>	The embedded Magnification tool increases the size of the text and graphics only in the selected area. The magnification tool is attached to the cursor so it will highlight any section the mouse hovers over.
<b>Manipulatives for Mathematics</b>	<p>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:</p> <ol style="list-style-type: none"> <li>1. Ruler, thermometer, clock, abacus, talking calculator, raised line graph/grid paper, tiles, blocks, etc.</li> <li>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.</li> </ol>
<b>Object Replacement</b>	An object or part of an object may be used to represent a person, place, object, or 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 by the student on a regular basis. 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.

## Accessibility Features: Computer, Laptop, or Tablet Administration (Cont.)

	Tactile graphics are raised versions of print graphics that are adapted for the sense of touch ( <i>Guidelines and Standards for Tactile Graphics</i> , 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.
<b>Tactile Graphics</b>	Tactile graphics may be used during the Test if they are already used by the student on a regular basis. 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.
<b>Tactile Symbols</b>	Tactile symbols are concrete representations of objects or concepts developed for individuals with a visual impairment/blindness 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 by the student on a regular basis. 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 page 28 for guidance.
<b>Transcribe</b>	Transcribing is the process of transferring a student's response into the MSAA 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.

## Accessibility Features: Paper Administration

<b>Allowed Reading</b>	The TA may read 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 word substitution.
<b>Alternate Color Themes</b>	Acetate overlays in the color preferred by the student should be used. Another option is to print the Test on paper that is the color preferred by the student.
<b>Alternative Text</b>	Alternative text includes descriptive statements for graphics (e.g., tables, charts, graphs, timelines, etc.) that may need to be described verbally in order for the student to understand. <i>Alternative text is included in the DTA and should be read aloud by the TA as needed.</i>
<b>Answer Masking</b>	For students who require answer masking on the paper version of the Test, TAs should use paper or cards to cover and reveal individual answer options as needed.
<b>Increase/Decrease Size of Text and Graphics</b>	Paper versions of the Test can be projected by document projection devices or interactive white boards as needed by the student.
<b>Increase Volume</b>	TAs can adjust the volume of their voice as necessary.
<b>Line Reader</b>	The TA or student can use two pieces of paper to limit attention to one or a few illuminated lines at a time, while blocking out the rest of the test item.
<b>Magnification</b>	Any handheld magnification device normally used by the student is acceptable.

## Accessibility Features: Paper Administration (Cont.)

<b>Manipulatives for Mathematics</b>	<p>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:</p> <ol style="list-style-type: none"><li>1. Ruler, thermometer, clock, abacus, talking calculator, raised line graph/grid paper, tiles, blocks, etc.</li><li>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.</li></ol>
<b>Object Replacement</b>	<p>An object or part of an object may be used to represent a person, place, object, or 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 used routinely during instruction. 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.</p>
<b>Tactile Graphics</b>	<p>Tactile graphics are raised versions of print graphics that are adapted for the sense of touch (<i>Guidelines and Standards for Tactile Graphics</i>, 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.</p> <p>Tactile graphics may be used during the Test if they are already used by the student on a regular basis. 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.</p>
<b>Tactile Symbols</b>	<p>Tactile symbols are concrete representations of objects or concepts developed for individuals with a visual impairment/blindness 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.</p> <p>Tactile symbols may be used during the Test if they are used routinely during instruction. 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.</p>
<b>Transcribe</b>	<p>Transcribing is the process of transferring a student's response into the MSAA 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.</p>

## Tactile Graphics and Object Replacements

The TA must review the DTA and the Test items to determine which items may benefit from the use of tactile graphics, tactile symbols, or object replacements. Tactile graphics and symbols may be used when the student is not able to see graphics that are essential to understanding the item. Object replacements may be used when the visual and/or tactile graphics do not provide optimal accessibility to the student. Follow these guidelines when creating tactile representations and using object replacements:

- When tactilely enhancing graphics or using replacement objects, ensure that the critical features needed to understand the item or passage are included. Also remember that the *purpose* of the image is not necessarily the same as the *appearance* of the image. For example, if an item showing a diagram of the water cycle includes a lake with a boat, mountain with a hiker, rain, clouds, and evaporation, it is important to tactilely enhance or provide replacement objects for the lake, mountain, rain, clouds, and evaporation. The boat and hiker are not essential to the item and do not need to be tactilely enhanced or represented with objects.
- Do not enhance a graphic to cue an answer. For example, if the graphic illustrates parts of a butterfly and the item asks: “What part of the butterfly helps the butterfly locate flowers?” the TA should tactilely enhance, or represent with objects, all main parts of the butterfly, not just the antennae.
- When utilizing object replacement, use the actual object(s) specified in the item when feasible. It is usually preferable to use whole objects or parts of familiar objects rather than miniatures (e.g., a piece of bark rather than a plastic toy tree).
- While the student should be familiar with the tactile enhancement presented, options for adding tactile qualities to graphics include:
  - o Tooling: Use a tool such as a tracing wheel to make raised areas on paper or diagramming foil.
  - o Collage: Use textured materials (e.g., corrugated paper, crocheted cotton, string, punched-out dots) glued onto paper to form a raised image.
  - o Other techniques: Use pliable waxed yarn sticks, hot glue, acrylic or puff paint, raised line graph paper, or compressed sponge that can be drawn on and expands when wet, then used when dried, etc.

## What Are Accommodations?

Accommodations are changes to the standard administration of an assessment that do not alter the construct being measured. Any accommodation required by a student must be included in the student's IEP prior to testing. Listed below are accommodations used in the MSAA.

### Assistive Technology (AT)

Students may use assistive technology devices for viewing, responding to, or interacting with the Test. The student and TA should use the AT device with the sample items to ensure that it functions properly with the MSAA Online Assessment System. Refer to the [MSAA Online Assessment System User Guide for Test Administrators](#) for information about compatibility of the MSAA Online Assessment System with assessment features.

### Paper Version

A paper version of the Test may be downloaded and printed from the MSAA Online Assessment System in PDF format. After testing, all printed assessment materials must be given to the TC for secure shredding, and all downloaded files must be deleted from any computer or laptop used for testing.

### 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 this document. 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.*

### Sign Language

For students who use American Sign Language (ASL), Pidgin Sign English (PSE), or Sign Exact English, the TA may translate passages, items, answer options, and directions. Review the MSAA vocabulary lists to determine which words the student may need practice with prior to testing.

**Required Documents:** It is important to adhere to the *Sign Language Protocol* in Appendix C of this document as it will help signers avoid cueing the student.

# Test Security and Test Irregularities

All staff involved in the MSAA administration are required to sign the MSAA Test Security Agreement upon their first log in to the MSAA System, in order to access all secure test materials including the training modules. For information about your state's respective security agreements, refer to the [State-Specific Policy Information](#) (page 1).

The following is a list of security requirements for administering the MSAA:

- 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.

The following are examples of test irregularities that could impact a secure test administration:

- Failing to sign and submit your state's security agreement to the district
- Applying the Early Stopping Rule (ESR) on pages 43–45 for any reason other than lack of an observable response
- Failing to use the DTA to administer items
- Changing the wording of test directions, test items, answer options, or any text as it is written in the DTA
- Using materials other than the DTA
- Using any materials not indicated in the DTA

**NOTE:** *Students with visual impairments may use tactile graphics and object replacement as needed.*

- Providing students a preview of the Test at any time
- Providing answers, clues, or cueing to students in advance of or during Test administration
- Manipulating testing materials in a way that hints at a correct or incorrect answer or reduces answer options
- Changing a student's answer
- Using any of the MSAA test materials (including items and/or DTA) for instructional purposes
- Sharing test items, test content, or test forms, either written or verbally, or through photography, phone cameras, recording devices, note taking, or any other manner, with colleagues, other staff members, students, parents, media, or the general public
- Leaving the MSAA Online Assessment System unattended while logged in to the Test or the DTA
- Administering the Test by a staff member who has not completed the online training modules and passed the Final Quiz

## How to Monitor and Report Test Irregularities

Each person participating in the MSAA is responsible for immediately reporting any violation or suspected violation of test security or confidentiality. As part of test security and validity, TCs should monitor administration for a portion of students. Observation documentation should be retained by the Local Education Agency. Report any incidents involving alleged or suspected violations that fall under the category of a serious irregularity to the State MSAA Coordinator in accordance with state guidelines.

## Appendices

In the event that test administration is impacted by COVID-19, please refer back to state-specific guidelines provided by your State Educational Agency (SEA). If you have any questions, refer back to the [State MSAA Coordinators Contact Information](#) on page 1.

## Appendix A: MSAA Scribe Accommodation Protocol

For a student who has the Scribe Accommodation, a scribe will enter the student's answers into the MSAA Online Assessment System. For the writing prompt, the scribe will record the student's response on the response templates in the MSAA Online Assessment System. A scribe must have the following qualifications:

- Be a state-certified educator or an employee of the district
- Complete all training for the Test
- Sign and submit state test security agreements according to state policy
- Be familiar to the student
- Be familiar with all the accommodations in the student's IEP
- Scribe under the direction of a qualified, trained TA who is administering the Test

Scribes are expected to:

- Familiarize themselves with the Test prior to testing
- Familiarize themselves with the accessibility features and accommodations that are available on the Test
- Know and understand how to properly administer the accessibility features and accommodations that the student must receive
- Practice the scribing protocol before testing

### Scribe Accommodation Protocol

- The scribe may not question or correct student choices, alert students to errors or mistakes, guide the student to a correct answer, or otherwise influence a student's answer or answer choice in any way.
- The student must be tested in a setting that does not permit their responses to test items to be heard by other students.
- The scribe will comply with student requests for use of all available and allowable Assessment Features on the MSAA Online Assessment system (e.g., when asked to turn a feature on or off, when asked to change the size of a graphic, etc.).
- A TA may provide answers to procedural questions (e.g., test directions, navigation within the test environment, etc.).
- For paper-based administration, the scribe must enter student responses directly into the MSAA Online Assessment System.
- The scribe may ask the student to repeat a response.
- The scribe must allow the student to indicate when they want to move to the next test item.
- The scribe must provide an opportunity for the student to review and modify what the scribe has recorded.
- After testing, the scribe must collect any scratch paper, graphic organizers, and other ancillary materials and give them to the TC for secure shredding. Neither the scribe nor the TA may keep any testing materials after testing is complete.

### Scribe Accommodation Protocol for the Writing Prompt

- For computer-based administration, the scribe types exactly what the student communicates directly on the response template in the MSAA Online Assessment System, including annotations.
- For paper-based administration, the scribe writes exactly what the student communicates on a paper version of the response template, and then the scribe transcribes exactly what was written into the MSAA Online Assessment System, including annotations (refer to the section regarding *Procedures for Annotation*).
- The scribe correctly spells all words (spelling is not scored).

- The scribe does not capitalize words or punctuate text unless indicated by the student.
- The scribe allows the student to edit for punctuation, capitalization, or other edits as described in the DTA.
- The scribe makes student-requested changes, even if incorrect.
- In the case of commonly confused homophones (e.g., *than* and *then*; *to*, *two*, and *too*; *there*, *their*, and *they're*), the scribe orally confirms the meaning of the word.
- After testing, the scribe must collect any scratch paper, graphic organizers, and other ancillary materials and give them to the school TC for secure shredding. Scribes and/or teachers may not keep any testing materials after testing is complete.

## Procedures for Annotation

In cases in which a student's written product may not be easily interpreted by a novel reader (e.g., because of inventive spelling, hard-to-read penmanship, or use of symbols), the TA **must** write annotations directly on the student's written work or in the MSAA Online Testing System to ensure an accurate interpretation of a student's response. Annotations must not alter the intent of the student's original response or make any comments or explanations about what the student wrote.

After the student has finished composing their written responses, the TA reads the student's response and does the following:

- Makes annotations that clarify the student's response.
- For annotations made directly on the student's work, uses a different color pen or pencil to distinguish from the student's original response.
- Writes in parentheses any uninterpretable words or full annotations directly following the student response (e.g., The cat were jpzing rl ht [jumping really high]) in the MSAA System.
- Provides an opportunity for the student to review and modify what has been annotated.

## Appendix B: Augmentative and Alternative Communication Guidelines

### Use of Augmentative and Alternative Communication Devices (AAC)

The TA must record the student's response(s) for all constructed or open-ended responses either on the paper version of the Test or directly into the MSAA Online Assessment System.

- The TA must allow the student to access words, symbols, pictures, and phrases within the communication mode/system in the same manner and process as during instruction.
- The word banks, books, and phrase boards that the student already uses during daily instruction should be used for administration of the Test. It is recommended that the vocabulary lists in Appendix D: *English Language Arts, Mathematics, and Science Vocabulary Lists*, and any appropriate graphics from answer options, be added to the student's word banks, books, and phrase boards, to be used during testing so that they are familiar with the words that will appear on the Test. The TA must delete all Test-related graphics from all devices after testing.
- Refer to Figures 6–8 for examples of how to organize a variety of subject-specific word and phrase boards. If a student already has word boards or word books they use on a daily basis, there is no requirement that the TA reorganizes or rearranges them in a specific format.







### AAC Protocol for Completing the Writing Prompt

When administering the writing prompt, the TA must adhere to the AAC Protocol to ensure that the student's response is generated in a manner that allows for accurate measurement of the student's writing ability. Refer to Appendix A: *Scribe Accommodation Protocol* for further scribe and annotation protocols.




Allowed	Not Allowed
The student completed a process directed by the TA that uses words, symbols, pictures, or phrases that the student typically uses during instruction.	A response to the writing prompt may <i>not</i> be the result of a series of words, phrases, or sentences selected by the TA. <ul style="list-style-type: none"><li>• For example, the TA may not ask, "Do you want to say that the girl was tall or short?" or "Do you want to say the girl ran or swam?"</li></ul>
The TA may add any content represented in the grade-specific stimulus materials to the student's AAC device (e.g., list of temporal words, problem/solution cards, words from mentor text or sample essay). The TA should ensure that the words, symbols, pictures, or phrases used from the stimulus materials are familiar or can readily be understood.	The TA may <i>not</i> arrange words, symbols, pictures, or phrases on the student's communication board so that any selection would be correct.
The TA may introduce vocabulary related to the prompt. <ul style="list-style-type: none"><li>• For example, if the prompt refers to supporting a claim related to "means of travel," the TA may define and describe "means of travel" and its uses in order to familiarize the student with the related symbol(s).</li></ul>	The TA may <i>not</i> practice the prompt or teach vocabulary in the context of the prompt. <ul style="list-style-type: none"><li>• For example, if the prompt refers to supporting a claim related to "means of travel," the TA may not practice having the student write a persuasive essay using "means of travel" as the context.</li></ul>

Refer to the DTA for guidance regarding the placement and presentation of words, pictures, checklists, graphic organizers, and/or templates (e.g., “Point to Grade X ELA Reference Sheet 1. Unmask the second sentence of text and say the following statement: X” or “Move Cards 7b and 8b out of view of the student.”).












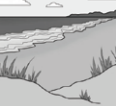



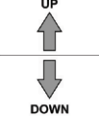
**Figure 6. Sample Noun Category Board**

Sample Noun Category Board		
 rat	 ball	 boy
 dog	 bird	 food

**Figure 7. Sample Phrase Board**

Sample Phrase Board
 sleep is important
 whales breathe air
 flowers need water to grow

**Figure 8. Sample Subject Board**

Sample Subject Board: Subject-specific board about flight (mixture of single words, phrases, and sentences)			
 flying	 birds fly	 people fly	 wind speed
 insects fly	 kites fly	 How does a bird fly?	 Birds fly with their wings.
 Who invented the first airplane?	 Internet	 books	 on the beach
 video	 the Wright brothers	 library	 up and down

## Appendix C: Sign Language Protocol

### Test Administration Protocol for Providing the Sign Language Accommodation

Although it is understood that the nature of this assessment requires individualized delivery in the communication method familiar to the student, individuals providing the sign language accommodation for the MSAA assessment must follow these procedures during testing to ensure standardization of delivery.

#### Procedures for Providing the Sign Language Accommodation

1. Signers must be trained on test administration policies as indicated on page 9 of this document. Individuals providing the sign language accommodation must sign the security agreement for their state.
2. Signers should use signs that are conceptually accurate, with or without simultaneous voicing, translating only the content that is presented, without changing, emphasizing, or adding information. Signers may not clarify (except for test directions), provide additional information, assist, or influence the student's selection of a response in any way. Signers must do their best to use the same signs if the student requests a portion repeated.
3. Signers must sign (or sign and speak when using Sim-Com [Simultaneous Communication]) in a clear and consistent manner throughout the test administration, using correct pronunciation, and without inflections that may provide clues to, or mislead, a student.
4. Signers should emphasize only the words printed in boldface, italics, or capital letters and inform the student that the words are printed that way. No other emphasis or inflection is permitted.
5. Signers may repeat passages, test items, and answer options as requested, according to the needs of the student. Signers should not rush through the Test and should ask the student if they are ready to move on to the next item.
6. Signers may not attempt to solve mathematics problems, or determine the correct answer to a test item while signing, as this may result in pauses or changes in inflection that may mislead the student.
7. Signers must use facial expressions consistent with sign language delivery and must not use expressions that may be interpreted by the student as approval or disapproval of the student's answers.
8. TAs must be familiar with the student's IEP and should know in advance which accommodations are required by the student. TAs must be aware of whether a student requires additional tools, devices, or adaptive equipment that has been approved for use during the Test, such as a magnifier, closed circuit television, abacus, braille, slate, stylus, etc., and if use of these tools impacts the translation of the Test, the signer should be made aware of this.
9. Upon review of the Test, if a signer is unsure how to sign and/or pronounce an unfamiliar word, the signer should collaborate with a content expert who is fluent in sign language (if available) to determine which sign is most appropriate to use. If the signer is unable to obtain this information before the Test, the signer should advise the student of the uncertainty and spell the word.
10. When using a sign that can represent more than one concept or English word, the signer must adequately contextualize the word in order to reduce ambiguity. The signer may also spell the word after signing it if there is any doubt about which word is intended.
11. Signers must spell any words requested by the student during the test administration.

12. When test items refer to a particular part of a passage, the signer must re-sign the lines before signing the question and answer options. For example, the signer should sign, “Question X refers to the following lines...,” then sign the passage part to the student, followed by question X and the answer options.
13. When signing selected-response items, signers must be careful to give equal emphasis to each answer option and to sign all answer options before waiting for the student’s response.
14. When answers options will be scribed, the signer should inform the student at the beginning of the Test that if the student designates a response choice by letter only (“B,” for example), the signer will ask the student if they would like the response to be signed again before the answer is recorded.
15. If the student chooses an answer before the signer has signed all the answer options, the signer must ask if the student wants the other answer options to be signed.
16. After the signer finishes signing a test item and all answer options, the signer must allow the student to pause before responding. If the pause has been lengthy, the signer should ask: “Do you want me to sign the question or any part of it again?” When signing questions again, signers must avoid emphasis on words not bolded, italicized, or capitalized.
17. Signers should refer to Appendix D: *English Language Arts and Mathematics Vocabulary Lists* for technical vocabulary in order to ensure consistency in providing the accommodation.

## Sign-System-Specific Procedures

Signers must deliver the accommodation in the language or communication mode used by the student according to the student’s IEP.

### ***American Sign Language (ASL)***

Signers delivering the accommodation via ASL must use appropriate ASL features (including signs, sentence structure, non-manual markers, classifiers, etc.) while protecting the construct being measured by the assessment. The signer must be careful not to cue the student.

### ***English-Based Sign Systems (PSE, Sim-Com, etc.)***

Signers delivering the accommodation via an English-based signing system (PSE, Sim-Com, etc.) must use the features of the communication mode used by the student. Signers delivering the Test in English-based signing systems should use the rules of those signing systems (conceptually accurate signs, English word order, etc.), with or without simultaneous voicing.

## English Language Arts, Mathematics, and Science Vocabulary Lists

Signers should refer to Appendix D: *English Language Arts and Mathematics Vocabulary Lists* for guidance on how to deliver terms and symbols in all content areas. The guidance provided in the vocabulary lists provides a standardized approach for students who use sign language accommodations. The vocabulary lists provide words that can be used for both ASL and English-Based sign systems.

## Appendix D: English Language Arts, Mathematics, and Science Vocabulary Lists

### ELA Vocabulary

ELA Vocabulary for sign language translation, object replacement, tactile graphics, word boards or word banks, and AT/AAC devices.

accuracy	evidence	persuasive
accurate	exclamation point	phrase
adage	expression	point of view
adjectives	fiction	possessive
adverbs	figurative	precise
alliteration	firsthand	predict
analyze	fluency	prediction
antonym	fluent	problem and solution
arguments	form	punctuation
author's claims	format	purpose
author's purpose	formatting	question mark
capitalize	glossary	quotation
captions	grammar	quotation mark
cause and effect	heading	recognition
central idea	hyphenation	recognize
character	identify	recount
character traits	idiom	revise/revision
citations	inference	secondhand
cite	interpret	semicolon
claim	introduction	setting
clause	key details	sequence
comma	literal	simile
compare	main idea	simple sentence
compound sentence	message	structure
concepts	metaphor	summary
conclusion	most important idea	syntax
conjunction	nonfiction	text
context	nonliteral	text features
contrast	nouns	theme
decode	objective summary	thesaurus
describes	opinion	timeline
details	organize	topic
diagram	outline	transitional
dictionary	paragraph	verb tense
distinguish	parallel structure	verbs
edit	paraphrase	
effect	parentheses	
elements	passage	
essay	patterns	
events	period	

# Mathematics Vocabulary

Mathematics Vocabulary for sign language translation, object replacement, tactile graphics, word boards or word banks, and AT/AAC devices.

addition	figure	proportion
angle	formula	proportional relationship
area	fraction	quantities
array	graph	quantity
average	greatest	ranges of data
bar graph	grid	rate
Celsius	height	relationship
centimeters	histogram	round
circumference	hypotenuse	scatter plots
comparison	identify	shaded width
congruent	increase	shape
convert	least	similar
corresponding	length	slope
cost	less than	solve
cube	line plot	square
cylinder	linear	subtraction
data	mean	summarize
data table	measurement	surface area
decimal	model	symbol
decrease	multiplication	tally chart
dimensions	negative	temperature
divided	non-linear	thermometer
division	number	triangle
equal	origin	unit
equation	parallel	value
exponent	pattern	variables
expression	perimeter	volume
extension	place value	weight
Fahrenheit	positive	x-axis
farthest	problem	y-axis

## Science Grade 5 Vocabulary (AZ and ME only)

Vocabulary for sign language translation, object replacement, tactile graphics word boards or banks, and AT/AAC devices.

air	goal(s)	predict
amount	gravity	present (time)
animal	grow	protect
arrow	habitat	rain/rainy
atmosphere	heat/to heat	recycle/recycling
average biosphere	heat energy	resource
characteristic	human	reproduce/reproduction
claim	hydrosphere	rock
cloud(s)/cloudy	ice	sample
compare	imprint	sand
cool/to cool (down)	inherit/inherited	season(s): fall, winter, spring, summer
bar graph	interact/interaction	scale
data/data table	land	shadow
day	living thing(s)	similar
design	light energy matter	skeleton
diagram	measure/measurement	soil
direction, including right, left, forward, backward	melt	solar system
distance	millions of years ago	sound energy
Earth	mixture	star
ecosystem	model	stored energy
electrical energy	Moon	substance
energy	motion	survive/survival
energy of motion	move/movement	Sun/sunlight/sunny
energy transfer	night	system
environment	observe/observation	temperature
evidence	ocean	tool
fertilization	offspring	trait
food chain	organism	units: grams, meters, etc.
fossil	parent(s)	water
freeze/to freeze	pattern	weigh/weight
graph	plant	wind
geosphere	pollinate/pollination	weather
	pollute/pollution	
	precipitation	

## Science Grade 8 Vocabulary (AZ and ME only)

Vocabulary for sign language translation, object replacement, tactile graphics word boards or banks, and AT/AAC devices. Knowledge of Grade 5 vocabulary is assumed at Grade 8.

absorb (light, waves)	hot spot	rate (as in breathing rate or another defined rate)
absorption (into soil)	impact	reflect/reflected/reflection
before/after	infiltration	renewable energy
boiling point	investigation	respiratory system
cause/effect	kinetic energy	revolve/revolution
chemical	least/most	river
chemical reaction	liquid	rock formation
compete/competition	living, nonliving	rotation
conclude/conclusion	lunar/moon phases: full moon, new moon, quarter moon, etc.	runoff
condensation	mass	sediment
conservation (of energy)	material	setup (experimental)
consumer	melting point	shelter
cycle (such as water cycle)	meteor	short-/long-term
deforestation	muscular system	small/large scale
decomposer	nutrient(s)	smog
density	organ(s)*: stomach, lungs, heart, brain, intestine, liver, kidney, bone, muscle, spine, skull, blood vessels, skin, eyes, ears, hand, fingers, nose, mouth, throat, tongue, teeth, etc.	solar (energy, panel)
deposit/deposited	organism	solid
distance	organ system(s)*: circulatory, respiratory, muscular, digestive, nervous, excretory	solstice
earthquake	overfishing	soluble/solubility
eclipse (lunar and solar)	over time	speed substance
emissions	part(s) (vs whole)	sunlight
environment/environmental	percolation	support (evidence)
erode/erosion	population	technology
equinox	position	tectonic plate
evaporation	process	tilt (Earth's)
experiment	producer	transmit (light, waves)
fertilizer	property (chemical)	transpiration
flammable/flammability		units: centimeters, degrees Celsius or Fahrenheit, minutes, hours, etc.
flow		uplift
food chain/food web		variable (experimental)
force (push, pull)		volcano
fossil fuel(s)		wave(s)
gene/genetic		weathering
greenhouse gas(es)		
global climate change		
groundwater		
growth		
height		

\* Items may include the names of major cells, tissues, organs, organ systems, blood vessels, bones, and muscles can be used if introduced in the item stimulus or provided on a labeled diagram. Students are not responsible for memorizing the names of specific organs beyond those listed here.

## Science High School Vocabulary (AZ and ME only)

Vocabulary for sign language translation, object replacement, tactile graphics word boards or banks, and AT/AAC devices. Knowledge of Grade 5 and Grade 8 vocabulary is assumed at High School.

amino acid(s)	expand	outer core (Earth's)
ancestors	explanation	outer crust (Earth's)
ash	extinction	outer shell (electrons)
asteroid	factor	particle
atom	(fair) test	pedigree
axis/tilt (Earth's)	family (of elements)	periodic table
battery	fertilizer	planet
biodiversity	frost	plate tectonics
cave	genes	potential energy
chromosomes	gene forms	predator
circuit	genetic family tree	prey/preys on
climate	geosphere	probability***
closed circuit	glacier	procedure
coil	gravitational potential energy	produce
collide/collision	group (of elements)	product
community	habitat	pros and cons
compass	hydrosphere	protein
constraint	hypothesis	Punnett square
contract (muscle)	increase/increased	rainfall
convection	inner core (Earth's)	reactant
crater	instructions	related, closely related
criteria	introduce	sea level
crust	iron filings	sediment
crystal	kinetic energy	sequence (of amino acids)
decrease	lithosphere	solution (design)
device	lunar/moon	stable (element)
disease	magnet	stream
dissolve	magnetic field	structure
DNA	mantle	switch (electric circuit)
Earth materials	metal, metallic (element)	test (a hypothesis)
el Niño	meteorite	units: Joules, kilometers, tons, etc.
electric current	molecule	volcanic cloud
electromagnet	mutation (genetic)	waste
electron	offspring	water quality
element**	open circuit	
embryo		
equation (chemical equation)		
erupt/eruption		

\*\* Items may also include the names of the first 88 elements in the periodic table (per content limits) and when provided in a stimulus.

\*\*\* Students do not need to know how to calculate They simply need to recognize the term when used in a graph or data table.

## Appendix E: The Student Response Check (SRC) and the Early Stopping Rule (ESR)

The SRC is a task during which a student is asked to demonstrate their preferred mode(s) of communication. A student may use as many, or as few, communication modes as they are comfortable with and used on a daily basis in instruction. Student answers to the items on the Student Response Check (SRC) are not scored. The SRC items are NOT practice items.

The purpose of the SRC is to determine if the student demonstrates an observable response mode. This ensures that the student will be able to participate in the assessment and respond to test items.

Not all students will need to have the SRC administered, as they already have a consistent mode of communication that is readily understood by the TA.

### Observable Response Mode:

In order to meaningfully participate in the MSAA, students must be able to demonstrate communicative competence through 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. Modalities may include eye-gaze, reliable gestures, sign language, partner-assisted scanning, scanning on a device, direct selection from an array of choices, activation of a voice-output device, use of a speech-generating device, or use of another reliable means. The student's observable response mode demonstrates a response to or shared information about the stimulus (test item) and intent toward the task. Assigning meaning to habitual or uncontrollable motor movement or vocalization without communicative intent are not considered response modes.

There are students whose communication mode(s) are inconsistent and not always understood by others. In these cases the SRC aids in gathering information that is needed to determine if there are communication barriers to meaningful participation in the MSAA assessment. If a student's responses to test items are not clearly observable, or understood by the TA or scribe; the testing experience may need to be ended early. This process is called the Early Stopping Rule (ESR). In order to end the test for a student the ESR procedures must be followed.

## Using the SRC and ESR Flowchart

It is recommended that the SRC be administered more than one time during the testing window before the ESR 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.

The flowchart on page 45 (Figure 9) should be used to determine when to administer the SRC and when TAs should contact their district or school test coordinator to close the test and apply the ESR. TAs must first discuss the results of the SRC with district or school TCs to ensure that the SRC was administered appropriately. TCs may then close the test and apply the ESR. Remember, in many cases it will not be necessary to administer the SRC because many students have a consistent mode of communicating.

TAs can administer the SRC using a paper version downloaded from the MSAA Online Assessment System or using a computer and a mouse.

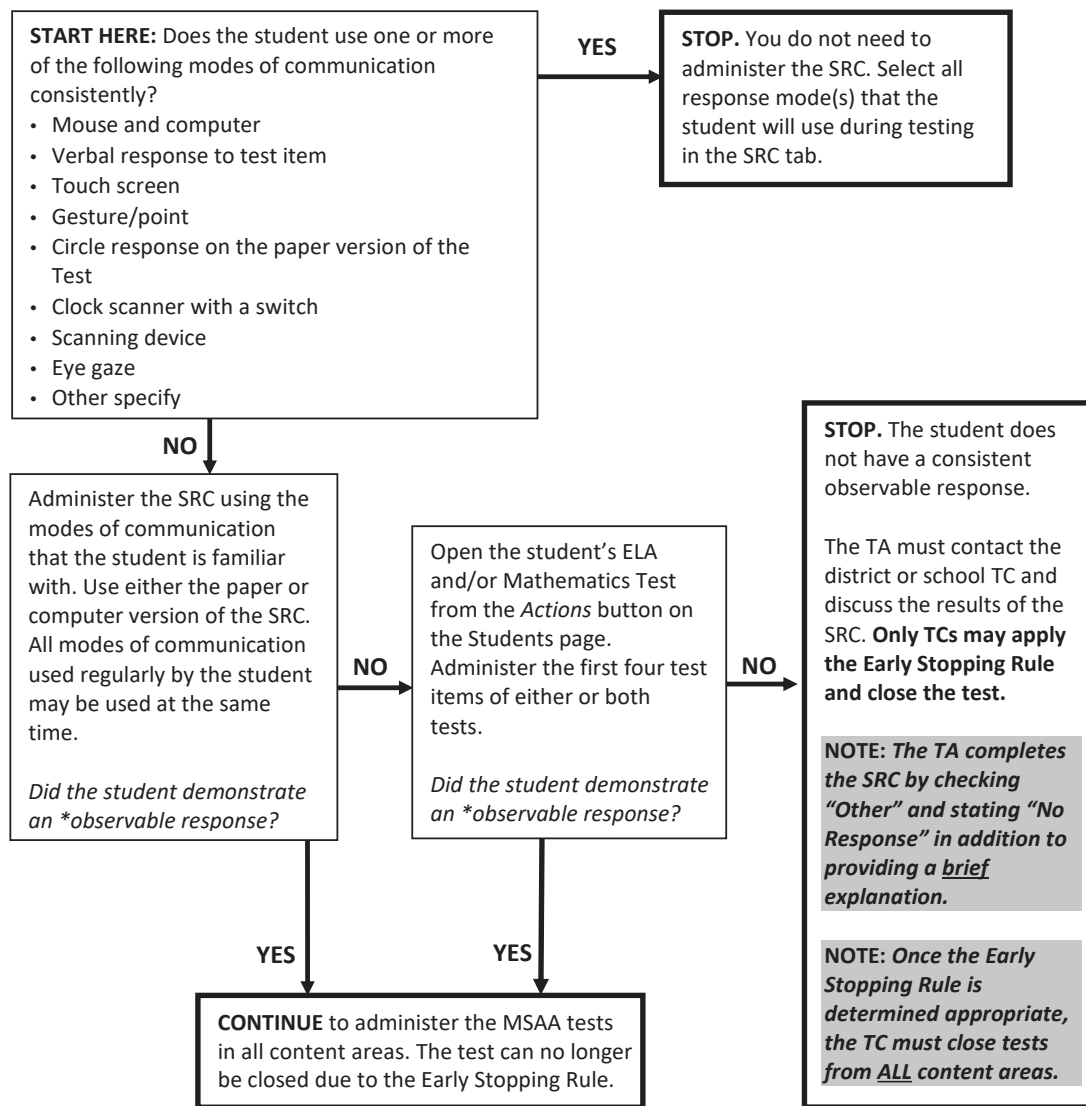
**Reminders when administering the SRC:**

- The student's responses do not need to be correct; a response just needs to be observable.
- The student may use as many, or as few, communication modes as necessary. The response mode(s) should be used on a daily basis by the student. Not all response modes may be listed. If the student's preferred response mode is not listed, please enter that mode in the Other box in the SRC tab.
- You may conduct the SRC on more than one occasion to ensure valid application of the ESR.

**Reminders for applying the ESR:**

- The lack of an observable response mode is the only reason the ESR can be applied.
- The ESR cannot be applied based on a student's behavior, stamina, knowledge of the content, frustration level, or refusal to participate in the test. Refer to pages 22–23 for information regarding Timing and Scheduling and Creating a Comfortable and Secure Testing Environment to support a student if they refuse to participate in testing. If the student continues to refuse to participate, contact your TC and/or MSAA State Coordinator.
- The ESR cannot be applied if the student responds to one of the first four items, if any other items are administered, or if the student provides a response in the other content area.
- The ESR cannot be applied if the test status for all content areas is "not started."

**Figure 9. The Student Response Check (SRC) Flowchart: When to Apply the ESR**



*\*An observable response is defined as a predictable and consistent behavior or movement that is able to be understood by a communication partner as intentional communication (page 43).*

## Appendix F: Checklists

The following checklists have been provided to assist in the successful administration of the Test. Print and use the checklists as applicable.

- Test Administrator Checklist
- Test Coordinator Checklist

## Test Administrator Checklist

Before Test Administration							TAM Pg.	✓ Done
1.	Ensure that 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. Refer to <a href="#">State-Specific Policy Information</a> and/or State MSAA Coordinator.						1	
3.	<b>Activate TA account.</b> 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 <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> for directions on how to activate your TA account.						N/A	
4.	<b>Consult district/school technology personnel (and the MSAA Service Center as needed) to:</b> <ul style="list-style-type: none"> <li>• Ensure that the online MSAA Online Assessment System is accessible and functioning on the computer or device that assigned students are using for testing</li> <li>• Troubleshoot technology issues</li> </ul> Refer to Appendix B, titled "Technology Requirements" in the <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> for specific information on supported browsers and operating systems.						3	
5.	<b>Complete MSAA test administration training:</b>						9	
	<input type="checkbox"/> Module 1	<input type="checkbox"/> Module 2	<input type="checkbox"/> Module 3	<input type="checkbox"/> Module 4	<input type="checkbox"/> Module 5	<input type="checkbox"/> Module 6	<input type="checkbox"/> Science module (AZ and ME only)	
6.	<b>Review State-Specific Policy Links and Contact Information.</b>						1	
7.	<b>Download the DTA and any other documents needed for administration.</b>						6	
8.	<b>Review and prepare test materials.</b> Check IEP for accommodations. Create tactile graphics/object replacements. Upload vocab into AAC/AT devices. Ensure accessibility features function properly.						22, 24–29, 38–42	
9.	<b>Confirm the student demographic information and complete the following forms:</b> <ul style="list-style-type: none"> <li>• <b>Learner Characteristics Inventory (LCI)*</b></li> <li>• <b>Accommodations: Before Test*</b></li> <li>• <b>Student Response Check (SRC)*</b></li> </ul> *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 <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> for more information.						6, 8, 29, 43–45	
10.	<b>Create a comfortable and secure testing environment.</b> 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. <b>The Test may be administered over multiple days but must be completed by 8:00 pm ET on May 14, 2021.</b> Refer to the section titled, "Administer and Navigate the Test" in the <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> 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 as to the correct or incorrect responses.	25	
16.	Report security violations and test irregularities to your TC. All security violations and suspected irregularities must be reported to the TC, according to <a href="#">State-Specific Policy Information</a> .	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, according to <a href="#">State-Specific Policy Information</a> .	1, 30	
18.	Ensure that all tests have been submitted and/or closed by your TC by 8:00 pm ET on May 14, 2021. Refer to the section titled, "Administer and Navigate the Test" in the <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> for specific directions.	2, 10	
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 <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> for specific directions.	N/A	
20.	Complete the End of Test Survey The End of Test Survey 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 End of Test Survey per the My Student list. Refer to the section titled, "After Testing" in the <a href="#">MSAA Online Assessment System User Guide for Test Administrators</a> 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.	30	

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

## Test Coordinator Checklist

Before Test Administration							TAM Pg.	✓ Done
1.	Sign and submit state-specific test security and confidentiality forms. <i>Refer to <a href="#">State-Specific Policy Information</a> and/or State MSAA Coordinator.</i>						1	
2.	Complete the MSAA test administration training (for TCs). <i>TCs are <u>not</u> required to take the End-of-Training final quiz.</i>						10	
	<input type="checkbox"/> Module 1	<input type="checkbox"/> Module 2	<input type="checkbox"/> Module 3	<input type="checkbox"/> Module 4	<input type="checkbox"/> Module 5	<input type="checkbox"/> Module 6	<input type="checkbox"/> Science module (AZ and ME only)	
3.	Ensure that TAs have received and completed the required training and can access the online 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. <i>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 <a href="#">MSAA Online Assessment System User Guide for Test Coordinators</a> for specific information on supported browsers and operating systems.</i>						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. <i>Ensure that all test materials are in a secure and locked location when not testing.</i>						30	
10.	Report inappropriate test practices in accordance with state policy.						30	
11.	Report security violations and test irregularities to the State MSAA Coordinator. <i>All security violations and suspected irregularities must be reported to the TC according to <a href="#">State-Specific Policy Information</a>.</i>						1, 30	
12.	Ensure that all tests have been submitted or closed by 8:00 pm ET on May 14, 2021.						2	
After Test Administration							TAM Pg.	✓ Done
13.	Report all inappropriate test practices, security violations, and suspected irregularities to the State MSAA Coordinator. <i>All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC according to <a href="#">State-Specific Policy Information</a>.</i>						1, 30	
14.	Securely shred all printed copies of the Test, DTA, scoring rubrics, braille cards, and student work (e.g., writing materials, etc.).						30	

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

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