Multi-State Alternate Assessment (MSAA)

Test Administration Training for Test Coordinators

February 28, 2019

Maine Department of Education

Welcome to the Test Coordinator training for MSAA. I am Sue Nay, the Alternate Assessment Coordinator at the Department of Education and lead state coordinator for MSAA.

There will be a question and answer period at the end of the webinar. Please feel free to write questions in the comment box as we go along.

Agenda

- MSAA Overview
- Important Documents
- Roles and Responsibility
- Technology Requirements
- New for 2018
- Accessing the System
- Creating Classrooms
- MSAA Online Assessment System – Student Profile
- MSAA Online Assessment System
- Important Dates and Next Steps
- Testing Integrity, Appropriate and Inappropriate Test Practices

Today I will provide a brief overview of the MSAA program. We will look at some of the resource documents, the responsibilities of TAs and TCs, and technical requirements needed for MSAA System. We will look at how to navigate the MSAA System and assign classrooms.. Then, we will cover responsibilities before during and after testing.

Purpose of the MSAA

- Ensure that all students are able to participate in an assessment that is a measure of what they know and can do in relation to grade-level State Content Standards.

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

- Meet requirements of the Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA), which require the participation of all students in assessments designed to measure student knowledge and ability on grade-level content standards.

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The purpose of the MSAA is to: Read slide

Student Participation Criteria

Participation Criteria

1. The student has a **significant cognitive disability**.

2. The student is **learning content linked to** grade-level content standards.

3. The student requires **extensive, direct individualized instruction and substantial supports to achieve measurable gains** in a grade- and age-appropriate curriculum.

Participation Criteria Descriptors

Review of student records indicates a disability or multiple disabilities that significantly impact intellectual functioning and adaptive behavior.*

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

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.

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.

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All students that participate in MSAA must meet specific criteria to participate in an alternate assessment.

1.) They have a significant cognitive disability that impacts their intellectual functioning and adaptive behavior.

2.) These students receive instruction linked to grade-level content standards that are appropriate and challenging to the student.

3.) These students require extensive, direct individualized instruction and substantial supports to achieve measurable gains.

Overview of the Test

- Assesses two content areas

  - English Language Arts (ELA)

    - Reading/Writing

  - Mathematics

- Aligned to State Content Standards and MSAA Core Content Connectors (CCCs)

- Grades 3-8 and 3rd year high school

- Six week testing window (March 19 – May 4)

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MSAA assesses both English Language Arts (ELA) and Mathematics. ELA is comprised of reading and writing.

The test is aligned to State Content Standards using the MSAA Core Content Connectors. MSAA is provided in an online platform. All items, passages, response options, and test administration materials are secure.

MSAA is administrated in grades 3-8 and 3rd year high school.

Testing time varies for each student as testing can be paused and resumed based on a student's needs. Many assessment features are available within the online platform. All accommodations used must be previously documented in a student's Individualized Education Plan.

Overview of the Test (cont.)

- One-to-one test administration

- Administered by a trained Test Administrator

- Formats (the format is determined by what is appropriate for student)
  - Computer based format
  - Paper based format (downloaded from platform)
    - Test administrator enters student responses in online platform
  - Hybrid – combination of paper and computer

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The test is administered in a one-to-one setting by a trained Test Administrator.

The assessment is available in two formats, both computer and paper-based. An paper accommodation must be documented in the student's IEP.. Students may also participate in a hybrid combination of paper and computer administration. This hybrid option requires both a paper based and scribe accommodation.

MSAA ELA Stage Adaptive Design

(All Grades)

English Language Arts / Mathematics

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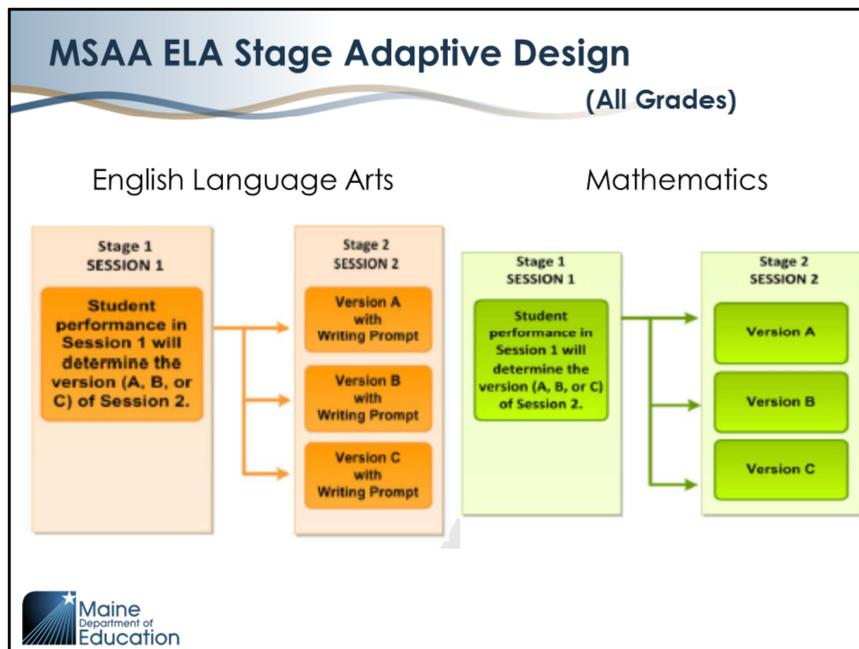
MSAA is a stage adaptive test. All students are administered session one. The second session of the assessment is assigned to each student based on how the student responds to a set of items in the first session. In ELA:

Session 2A contains items at a lower level range of difficulty/complexity. The writing prompt associated with this level utilizes sentences starters for student work.

Version 2B contains items at a mid-Level range of difficulty/complexity. The writing prompt associated with this level utilizes graphic organizers and a template for student work.

Session 2C contains items at a higher level range of difficulty/complexity. The writing prompt associated with this level utilizes graphic organizers and a template for student work.

The Math portion will be presented the same way with student responses from session one directing them to a Session 2 with varying levels of difficulty.

MSAA Item Types

- Selected-Response: ELA and Mathematics

- Constructed-Response: Mathematics

- Writing Prompt: ELA

Directions and materials needed for administering all item are presented in the Directions for Test Administration (DTA).

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Both Mathematics and ELA have selected response items with either two or three multiple choice answer options.

Only math items contain Constructed-Response (CR) Items where the student is asked to develop an answer. instead of selecting an answer from answer options.

- Writing Prompt: ELA requires students to produce a permanent product in response to a prompt. Each writing prompt DTA 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)

Important Dates

Test Administration Window

Requests for Braille	January 12, 2019
TAMs Arrive to Districts	February 26, 2019
User Account Access	February 25, 2019
TA and TC MSAA Training Modules (available)	March 3, 2019
MSAA Administration Window Opens 8:00AM ET	March 18, 2019 at 8:00 am ET
Last Day to Submit Requests • Grade Reassignments • Re-open Closed Tests	April 30, 2019 May 1, 2019
End of Test Survey (EOTS)	March 18 – May 3, 2019
MSAA Administration Window Closes *All tests must be submitted or closed by 8:00 pm ET.*	May 3, 2019 at 8:00 pm ET

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Test Administration Manuals were automatically delivered to districts. District offices received one TAM per 5 students. Please send TAMs out to your TAs.

All users were registered February 27th. Any users added after this date will be added by the current Test Coordinators. I will show you how to do this.

Both TAs and TC training modules will be accessible March 4ᵗʰ. Measured Progress has also developed some Best Practice Videos that will be available then as well.

Administration begins March 18ᵗʰ.

If you have a grade reassignment or need a test re-opened the final date to do so is April 30th.

May 3rd is the last day of testing. TAs must complete one End of Test Survey.
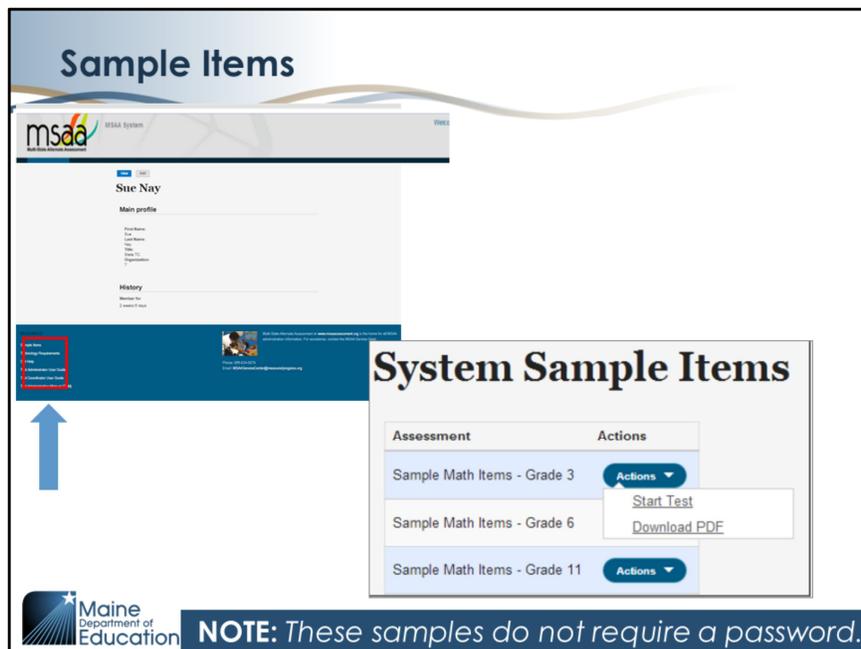
Sample items may be found on the login page on the MSAA system. You do not need a password to access them. Using the sample items are a great way for teachers to test their browsers and computer

The link to sample items will provide different grade band items for ELA and Math. By clicking on the action button students may "Start a test, or the TA may download a test to access a paper copy.
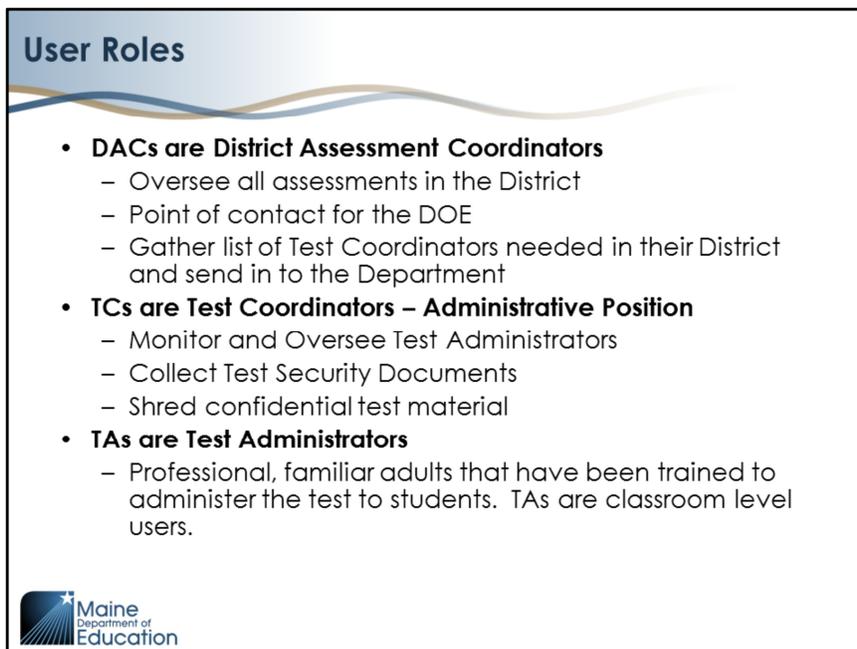
User Roles

- **DACs are District Assessment Coordinators**
  - Oversee all assessments in the District
  - Point of contact for the DOE
  - Gather list of Test Coordinators needed in their District and send in to the Department
- **TCs are Test Coordinators – Administrative Position**
  - Monitor and Oversee Test Administrators
  - Collect Test Security Documents
  - Shred confidential test material
- **TAs are Test Administrators**
  - Professional, familiar adults that have been trained to administer the test to students. TAs are classroom level users.

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MSAA uses four different types of Users. Each user has a different role.

The State Lead, Sue Nay, has permissions to go into most every part of the system and look at user and student information.

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Test Coordinator's Responsibilities

- Complete Test Coordinator Training
- Register Test Administrators
  - Create Classrooms
- Check student registration
  - Make grade changes when needed
- Monitor Test Administrators
  - Collect Test Security Forms
  - Monitor Test Administration Training
  - Observe a testing session
- Monitor Student Test Progress
  - Apply early stopping rule when needed
  - Notify State Coordinator regarding student transfers
  - Report inappropriate test practices
  - Shred all testing materials

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Test Coordinators must register TAs that were not in the initial upload and create classrooms when needed. They need to ensure that TAs are familiar with the new test security webinar and handbook and sign test security agreements, We ask that you check student registration, ,make grade changes if necessary and contact me should a grade change be needed. Test coordinators are responsible to monitor TA training to ensure training is completed in a timely manner. Often districts set up district training to enable TAs to go through training together. Just as last year, we ask that you complete at least one testing observation. TCs may be asked to close a student's test to when an Early Stopping Rule is appropriate. Please notify the Department when a student transfers out of your district. TCs must report all test irregularities and are required to shred all testing materials.

All users should have received a welcome e-mail from Measured Progress. If you do not receive an e-mail, please check your junk or spam folder. The link in the email may be used once. Use your current school e-mail and create a personal password to use for each login. This is also in the Test Coordinators User's Guide.
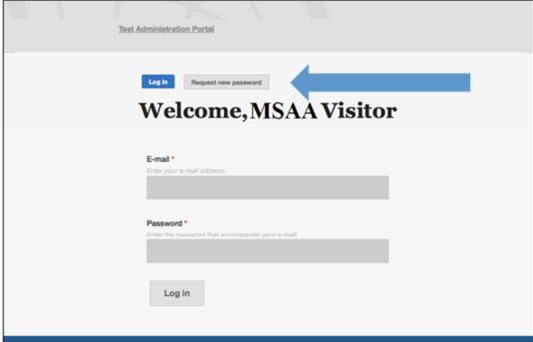
Once your user account is set up and you have changed your temporary password, you can access the MSAA system anytime.   Please bookmark this page for easy access. If you did not receive a welcome e-mail you can also use this url and request a new password.

Access the MSAA System- Dashboard
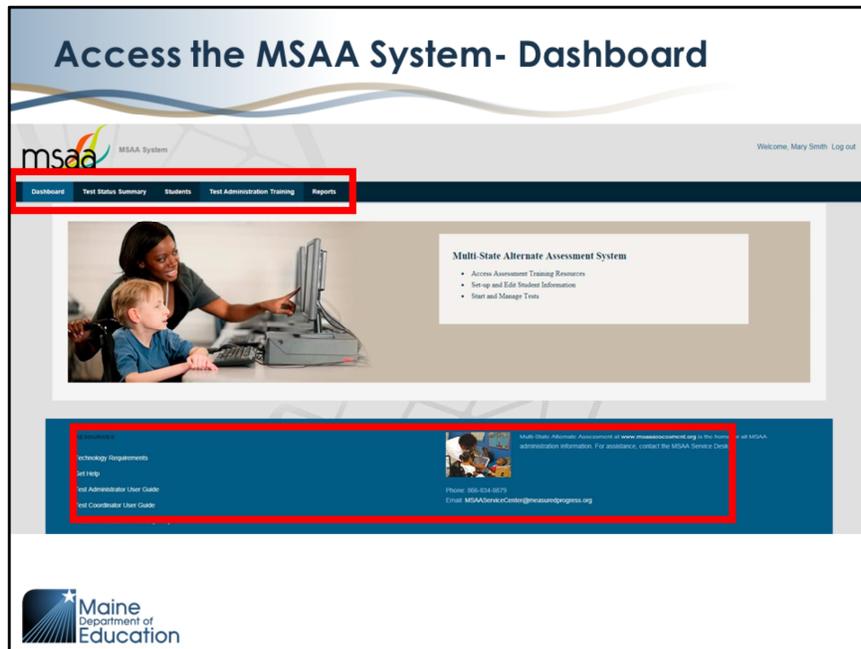
This is your MSAA Dashboard, or homepage.

You can navigate within the system from this black bar on the top, and access the resources such as the TAM, user guides and sample items on the bottom of the page.

You will also find the service center information on the bottom right side of this page.

SUE
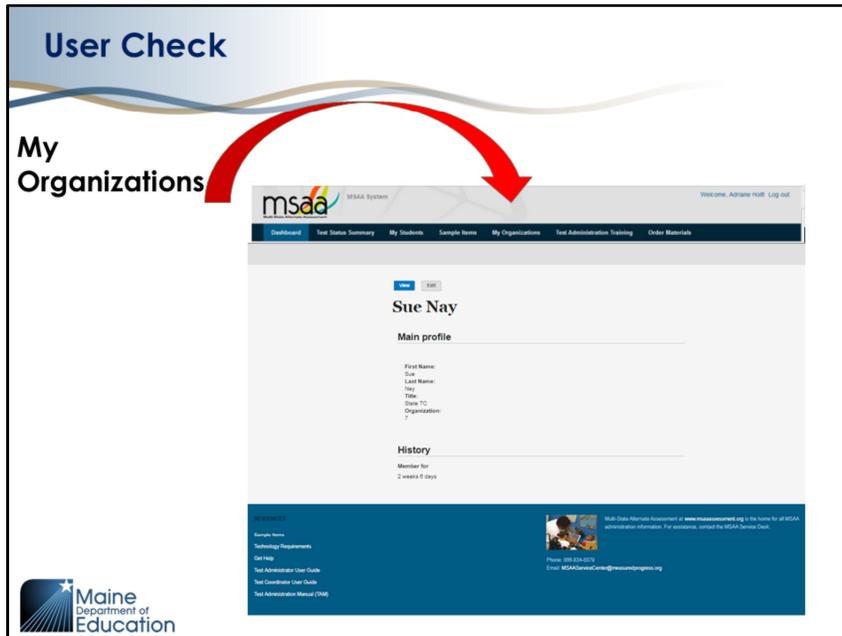
One of the first areas you should check on the homepage is My Organizations.

Through your organization tab you can check your Test Administrators and create Classrooms.

After you click on the My Organizations link in the navigation bar, you will see the Child Organizations, or schools you have been assigned to. This sample organization has 11 schools. Click on the number 11 and a list of all the schools in your district will appear. If you have access to more than one district, you will need to access one district at a time.

Should you need to add a User, another TC or a TA choose Add User from the Action button dropdown for a particular school.

The first information requested is a user's school e-mail. Then, assign a temporary password for your TA. One Example might be first initial, last initial, district name: SNrsu106. All areas with an asterisk must be completed.

The next section confirms an active status. If you have a Test Coordinator or TA that no longer works for the district, or feel that they should not have access to student information you may block them here. Otherwise this should be left active. When adding a new user, make sure you click Notify user of new account so they will receive a welcome e-mail to access the MSAA system.

The Main profile section begins with a user's first and last name, the title is optional.

Under Add an Organization, the state and district will populate. Then, choose the school you want your teacher to have access to. Confirm your choose by clicking on Associate Selected Organizations

The selected Organization will be displayed on the System Users page. Once you click on Create new account, a welcome message will let you know one has been set to the new user. To add more schools or organizations. Click "Add More Organizations". You will use "Add More Organizations" when creating classrooms for your TAs.

When you choose add more organizations it will bring you back to the page where you added the user. Choose another district, if need be, or school that you want your teacher to become the TA to. Confirm your choice by clicking on Associate Selected Organizations.

This user now has access to two organizations. When finished, click on Create a new account and you will receive a confirmation message that the information has been updated . If you have more than one TA in a school, you will need to create a classroom.

To make classrooms, find your schools by clicking on the number of Child Organizations. The list of schools will appear.

Find your correct school and click on the action button and choose Add a Classroom.
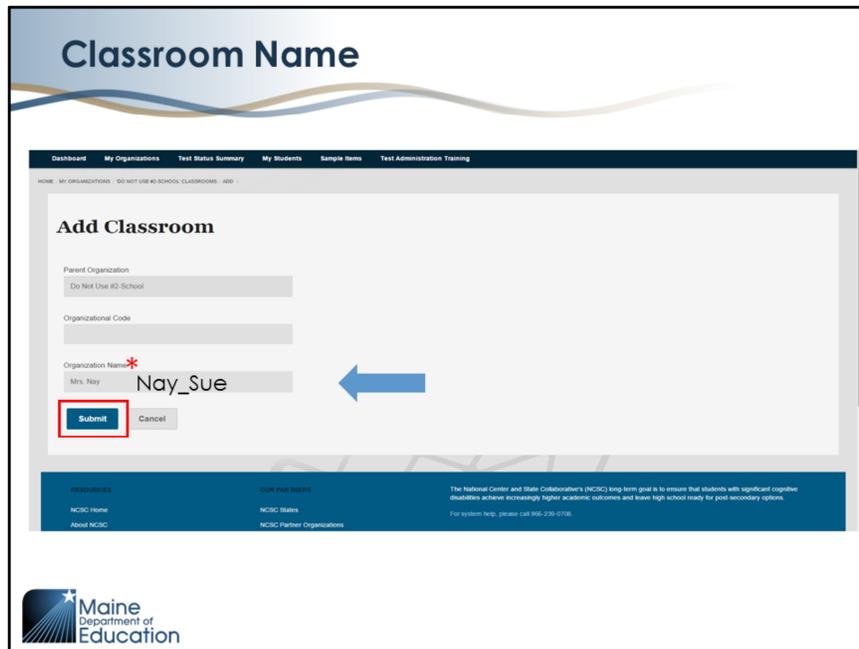
This Add Classroom page will appear. Only the new organization (or classroom name) is required on this page. Use your TA's name to label the new organization name. In this example I used Sue underscore Nay. You could also just label the classroom Mrs. Nay. Please remember to Submit.

Let's create a classroom. First click on Users in your district to see a list of all of your TAs, or you can click on a particular school User number to find your TA. Click on the particular user ID number you wish to connect a classroom to.

The User's account will appear. First click Edit, and then Main profile. The current organization table will appear. This is where you will identify a classroom and remove full access to the whole school. Click on Add More Organizations.

Adding a Classroom Cont.

Choose from Classroom Options

In the user's Main profile you should see the TA's school. Choose from the available dropdown list of classrooms and click Associate Selected Organization. The second screenshot on your right shows the addition of the classroom. You may then remove the whole school access. If your TA is the only TA at that school, a classroom does not need to be made. If an Ed Tech is sharing a classroom with the teacher, you may add them to the same classroom name so they may share students. Click on Save.

You may access all the students in your district by going back to the Dashboard and selecting Students. Please check to see if all of your students are registered. If you are missing students, or have students that should not be registered, please check your alternate roster in NEO and contact me immediately.

To check on students in a particular school and assign them to classrooms, click on the number count of students for that school. The Student Roster will appear.

Then click on the MSAA system generated student identification number.

The student name and assigned Org ID number will appear at the top of the page. Go to the bottom of this student page and click on Edit.

The student's profile will appear. Scroll to the bottom of the page. There you will find the State, District, School, and now a Classroom option. Choose your Classroom. Save your changes and you are done☺ You have now connected a student to a classroom.

If a student moves within your district, change the school by choosing the new school from the dropdown. If a student moves outside of your district, please contact your state coordinator, Sue Nay.

If a student is missing, or one is registered that should not be, check your Alternate Assessment report in NEO. Go to Student Data – Student Reports – Report for Alternate Assessment.

By clicking on view report, you may choose your district and school name to find the most current list of students that should be taking the alternate assessment. Should someone be missing on the report, please make sure that Synergy is updated. If a student that no longer qualifies for alternate assessment is on this list, contact Sue Nay to remove this student from the MSAA system. Please note, no new students may change their status as an alternate assessment student after March 1.

MSAA on-line training is required for both TCs and TAs. The training modules are called Test Administration Training in the MSAA system and are found on the black banner on the dashboard page. The modules follow the information in the Test Administration Manual and the User Guides.

Test Coordinator Training Modules

Module #	Module Description
Module 1	MSAA Overview
Module 2	Test Design and Experience
Module 3	Completing the Student Information
Module 4	Create Users and Orgs
Module 5	Student Response Check and the Early Stopping Rule
Module 6	Navigating the MSAA Online Assessment System

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TAs must pass the final quiz with 80% accuracy

As a TC you must complete the MSAA Test Administration training modules. These modules are customized for the specific responsibilities of the TC, and refer to information found in the TAM, the Directions for Test Administration (DTA) and the MSAA System User Guide for Test Administrators.

- **TAs also have six modules to complete and must pass a the Final Quiz with at least an 80% accuracy score to administer an assessment.**

TAs are required to pass the end of training quiz at 80% accuracy to access a student's test or direction for test administration. Ed Techs may administer the test. According to Maine's policy, ed techs must be a familiar adult that works with the student, completes the on line training and passes the final quiz with 80% accuracy.

Here are the 6 Test Coordinator Modules **[Go to Slide]**

As we please note that Test content in TA Modules 1, 2, and 5 are the exact same as the content in TC modules 1, 2, and 5. These modules are titled:

- MSAA Overview
- Test Design and Experience
- Student Response Check and Early Stopping Rule

There are other modules that appear to have the same title but the focus of the content is slightly different based on audience, TA or TC. Those modules are:

- Completing the Student Information
- Navigating the MSAA Online Assessment System

Best Practice Videos

Video #	Video Description
Video 1	Administering the Student Response Check (SRC) and When to Implement the Early Stopping Rule (ESR)
Video 2	How to Administer Items
Video 3	How to Administer the Writing Prompt (Tier 2)
Video 4	How to Administer the Writing Prompt (Tier 3)

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- **Video 1 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 other devices such as Cheap Talk and Single Switch.**

- **Video 2 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.**

- **Videos 3 and 4 demonstrate how to administer the Writing prompt using the Directions for Test Administration (DTA), insert annotations, and how to upload, view, and submit the evidence for a Tier 2 or Tier 3 Writing prompt.**

Each video is no more than 10 minutes in length and can be viewed as many times as necessary. The videos are an optional resource, however, are highly recommended for TAs and TCs. To access the videos, go to "Resources" on the MSAA Online Assessment System homepage.

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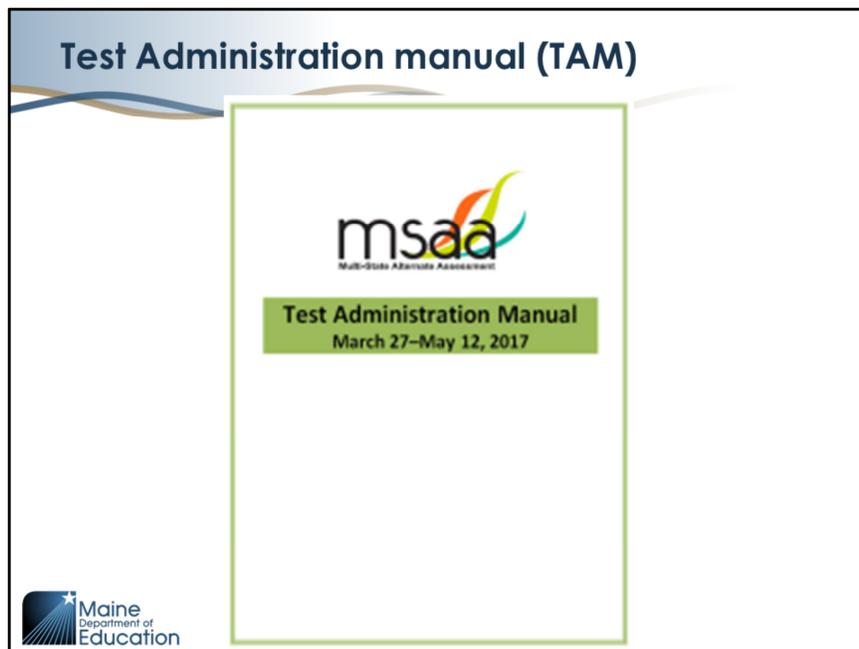
Test Administration Manual (TAM)

- **Provides policies and procedures for TAs and TCs to prepare for the administration of the Test.**

- **User: TAs and TCs**

The TAM is posted on the DOE's MSAA website as well as on the Dashboard of the MSAA System.

State MSAA Coordinators

- **MSAA State Coordinators** page contains state contact information and links.

- **Maine's State Specific Policy Documents** can be located via the state link.

Maine

https://www.maine.gov/doe/Testing_Accountability/MECAS/materials

Sue Nay
207-624-6774
Sue.Nay@maine.gov

The first page in the TAM provides links for all MSAA State Coordinators. Maine State Specific Policies test security agreements and our Participation Guidance documents may be found through the provided link.

Here is Maine's state specific policy. This document outlines Maine's policy around. Please read it carefully.

- **Test Administrator (TA)** – Certified teachers and Ed Technicians are allowed to test students they work with, if they also complete the training and pass the quiz with 80% accuracy.

- **Paper versions of the Test** – Paper tests are an allowable accommodation if it is documented in the IEP plan.

- **Training for Test Administrators (TAs)** – All TAs must complete the training modules and obtain at least 80% on the end of test survey.   Ed Specs may become trained TAs.

- **Test Security** – All TAs and TCs must sign a test security agreement.

- **Registering a Student** – Only personnel from the Maine DOE may register or transfer a student's enrollment in the MSAA assessment.

- **Closing a Test** – Only Test Coordinators may close a student's test if the student displays no consistent mode of communication. Only the State Coordinator may close a test for any other reason.

- **Participation Guidelines** – Maine encourages all teachers to view the guidelines to assist in the determination process at IEP meetings.

This year we have a new Test Security Agreement. This may be found on the website. Please collect all TA security Agreements and give them and your own agreement to the DAC.

The department will want to look at these signed documents should we visit your school.

A MSAA Technical Support document is readily available for support guidelines and contact information.

It provides guidelines for areas of support and contact information for the MSAA Service Center. TAs should reach out to the Service Center when possible. The Service Center is open from 7:00 am to 5:00 pm during the testing window.

TAs have specific responsibilities that must be completed before, during, and after testing. They are available as a checklist in the Test Administrators Manual and will assist you in monitoring the TAs' work.

Kelly

Likewise a TC responsibilities checklist is available in the TAM too. Most important right now is to check student enrollment and your TAs.

Observation Checklist

- Observation Checklist for TCs
  - Secure administration protocol
  - Use of DTAs
  - What may have caused barriers
  - Use of accommodations
  - Secure storage of testing materials

MSAA Test Coordinator Observation Checklist / Spring 2018

Test Coordinator: _____
District: _____ School: _____
Teacher: _____ Grade Level: _____
Time of Day: _____
Location of Testing (i.e. classroom, library, computer room): _____
Interruptions: _____

Type of Administration: (check all that applies)
☐ Paper-Based   ☐ Computer-Based   ☐ Hybrid
                       ☐ Desktop   ☐ Reading
                       ☐ Laptop   ☐ Math
                       ☐ iPad   ☐ Writing
                       ☐ Whiteboard   ☐ Answer O

Assessment Features Used: (check all that applies)
☐ Answer Masking   ☐ Audio Player
☐ Alternate Color Theme   ☐ Increase Volume
☐ Magnification Tool   ☐ Increase/Decrease Size of Text and Graphics
☐ Tactile Graphics   ☐ Tactile Symbols
☐ Read Aloud by TA   ☐ Manipulatives for Mathematics
☐ Alternative Text Read Aloud by TA ☐ Object Replacement
☐ Line Reader

Accommodations Specific to the IEP Used: (circle)
☐ Scribe   ☐ Sign Language   ☐ Paper Based   ☐ Assistive Technology: _____
                                                                        (indicate

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As part of test security and validity, TCs are asked to monitor administration for at least one student. These are available on the Maine DOE website. Observation documentation will be retained by the district. TCs will report any incidents involving alleged or suspected violations that fall under the category of a serious irregularity to the MDOE Assessment Coordinator in accordance with state guidelines. The Department will be randomly asking for these observation checklists.

Kelly

Horizontal Display

- Answer options for some items are displayed horizontally.
- These items are identified in the DTA with this symbol
- When using an iPad, the student/TA will need rotate the iPad to a horizontal/landscape presentation to view the answer options

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Some of the items in both ELA and mathematics have horizontal answer options. [Animation] These items are identified in the DTA and at the item level in the DTA. [Animation] When this occurs, the student/TA using an iPad will need rotate the iPad from a vertical presentation to a horizontal/landscape presentation to view all the response options at the same time.

Kelly

User Guides are available for both Test Coordinators and Test Administrators.

They are found under the Resources link on the Dashboard, as well as on the MDOE website.

- **Please encourage your TAs to use their guides to assist them with navigation. You will also find great screenshots to assist you with monitoring your TAs in the system.**

Important Documents Continued
Available 3/12/18

Multi-State Alternate Assessment

Directions for Test Administration
Mathematics
Grade 3 Sample Items

Multi-State Alternate Assessment

Directions for Test Administration
English Language Arts- Reading
Grade 8 Sample Items

SECURE

TAs will receive access to the DTAs, after their training is completed. TAs may print the DTAs or opt to view them on another computer during administration. Please remember that DTAs are secure material and must be kept in a secure location,. After testing, the DTAs are given to you, the TC, for shredding after testing and deleted form all computers after testing.

Please remind Teachers to read the directions, passages, items, and answer option text exactly as written, using a consistent rate of reading and tone of voice, as appropriate. Using DTA should be recorded during observations.

Kelly

Tablets & Devices

- Supported Tablets & Devices

	Device	OS Version
1	Chromebook	49.0.2623.95
2	iPad 2	iOS 9.3.4
3	iPad Mini	iOS 8.4
4	Windows Surface	Windows RT 8.1

- Compatibility with interactive whiteboards

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Tablets and devices that may be used to administer the test include Chromebook, iPad2, ipad Mini and Windows Surface. Interactive boards may also be used and been found very successful with some students. Please remind teachers to use the Sample Items and check the devices they plan on using before administering items to a student.

Browser

- Supported browser versions

	Browser		Version
1	Chrome		26 and above
2	Firefox		24 and above
3	Internet Explorer		IE11 and above

- The browser must
  - support cookies.
  - have JavaScript enabled.

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Chrome, Firefox and Internet Explorer are supported browsers. Please note that browsers must support cookies and have JavaScript enabled. Chrome is the most reliable browser.

Built-In Supports

- Entire test can be read aloud

- Use of Manipulatives

- Pictures and graphics support what is read

- Use of models and demonstrations

- Common geometric shapes and smaller number in math test

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MSAA offers many supports. They include:
- **Entire test can be read aloud**
- **Use of Manipulatives**
- **Pictures and graphics support what is read**
- **Use of models and demonstrations**
- **Use of common geometric shapes and smaller numbers in the math test.**

Access Student Profile

Check your TAs progress on their student profiles. Chose a student name, click on the action bar and go to Student Profile. TAs cannot look at Student tests or (Directions' for Test Administration) until student profiles are complete.

- **Ail four sections of a student's profile must be completed. A simple check may assist a TA that cannot assess student tests.**
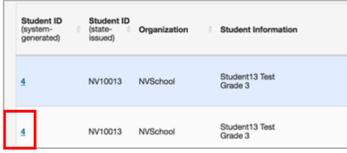
Test Administrators have only been given the role of <u>confirming</u> grade levels. If a student's grade was entered incorrectly, this will need to be changed so that the student will receive the correct grade level testing form. TAs must contact their TC if this happens.
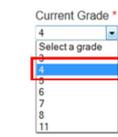
The TC must call the MSAA Service Center (1-866-834-8879). When you call, confirm your identity, and request a form reassignment to the new grade. The Service Desk agent will prompt for the necessary information. Note: Do not send student-identifying information via email. TCs must phone this information in. The Service Center will contact the State Coordinator to confirm the correct grade. in Synergy. A new test grade form will then be assigned to the student.

You can also call Sue Nay.

Allowable accommodations include:

- **Assistive Technology –** *Remember to have TAs test your assistive technology with their students using the Sample Items PRIOR to actually administering the Test.*
- **Paper Version of Test**
- **Scribe**
- **Sign Language**

These accommodations must be in a student's IEP and selected in the before accommodations section of the student profile.

Student Response Check (SRC)

- The purpose of the Student Response Check (SRC) is to ensure that the TA clearly understands a response the student has indicated for a test item.

- If a student's response to a test item is not clearly observable, or is not understood by the TA or scribe, then the TA or scribe cannot enter the student's response in the MSAA System.

  - The SRC is a content-neutral 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 use on a daily basis**.

  - Student answers to the items on the Student Response Check are not scored.

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The student response check is used to assure that all students have a mode, or modes of communication in which the TA understands and observes as clear communication Only then can a TA understand a response and scribe an answer option for a student.

Observable Response Mode

- 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.
  - Demonstrates the intent toward the task
  - Responds to or shares information about the stimulus (test item)
  - Assigns meaning to habitual or uncontrollable motor movement or vocalization without communicative intent are *not* considered response modes.
- Modalities may include use of 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 other reliable means.

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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.

- **A TA cannot assign meaning to habitual or uncontrollable motor movement or vocalization without communicative intent.**

Modalities may include use of 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 other reliable means

[Animation] START HERE: Does the student use one or more of the following modes of communication consistently?

- Mouse and computer
- Verbal response to test item
- Touch screen
- Gesture/point
- Circle response on the paper version   of the test
- Clock scanner with a switch
- Scanning device
- Eye gaze
- Other, please specify
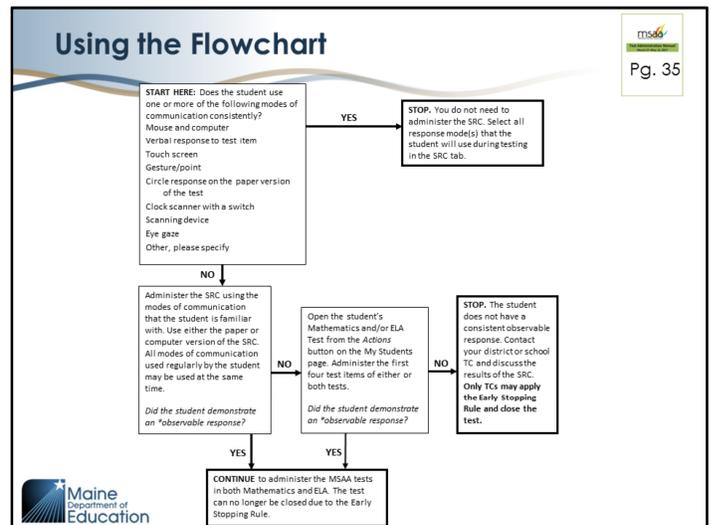
- **This flow chart is available in the TAM and will assist TAs in determining if a student should be given a student response check. Students with a known communication modality does not need to take the SRC, but the TA does need to check this off in the system or they will not be able to access the test.**

Does the Early Stopping Rule Apply?

If a student is unable to give an observable response when you administer the first four items of either math or ELA. STOP. The TC may close both tests.

If a student does give an observable response, continue through both ELA and math tests,

Students without a communication response with be marked as other and the TA will be asked to specify No response was given.

Close a Test – Early Stopping Rule

Student page
Find the student
Close both math and
ELA tests

Actions ▼

Start Test

Open Test in PDF

TA Directions

Close Test

Go to Student Profile

Actions ▼

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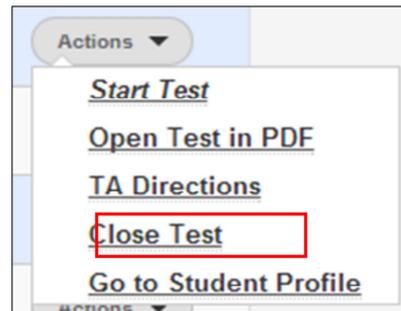
Should a student not respond to any of the first four items in either of the math or ELA test, the TC must meet with a teacher to decide if closing the test is appropriate. One option is to give the student an opportunity to demonstrate a meaningful observable response. If both the TA and TC determine that the student does not have a consistent observable response, the TC will close both tests. Go to the student page click on the action button associated with this student and chose Close Test from the dropdown.

Close a Test

- Only Test Coordinators are able to close tests

Both Math and ELA must be closed separately.

Student tests not closed will be counted as Incomplete.

⚠ **Attention: This action can not be undone**

Are you sure you want to close this test?*

Test:
OP ELA Gr04

Student:
Test qa

Reason:
Early Stopping Rule

● I confirm that the student

1. did not provide an Observable Response to respond during the administration of the Student Response Check.

2. was administered the first four (4) items of the test and did not provide an answer to any test item.

I understand that applying the Early Stopping Rule cannot be undone and that misapplication of the Early Stopping Rule may result in the invalidation of the student's test.

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Only Test Coordinators have permission to close tests in the MSAA System. The only test closure reason is the Early Stopping Rule. When you click "Close Test" from the Actions menu, the prompt shown here appears. It asks you to confirm that the student met the criteria for the Early Stopping Rule. Check the box, then click "Close Test". The test will Close.

Pausing-Resuming The Test For A Student

To Pause a Test and return later:
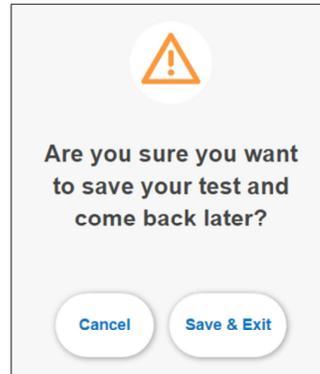
Teachers can pause a test as many times as they feel is necessary for the student to be successful. It is very important they use the Save and exit button.   Only one student test may be open at a time. Student's tests will become locked if more than one is open and time will be spent contacting the Service Center.

Submitting The Test

⚠ You have reached the end of your test.

SESSION **2**

10/25 answered

What would you like to do?

Review Current Session | Submit My Test | Save & Exit

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Equally important. Please make sure student's tests are submitted. Tests that are not submitted are coded as a misadministration and the student will not receive a score.

To access the Student Profile to complete the Accommodations:

Once testing is complete, from the Student Profile

Click on the "Accommodations: After Test" tab.

Select the Accommodations that the student actually used during the test.

More than one option may be selected.

If the student did not use any Accommodations, please select the last option.

Click the "Save" button when finished.

One end of test survey is required for all TAs to complete after they have tested all of the students they are testing.

The survey is essential in providing additional data about how the test functions for students with unique and varying needs, student engagement with the test, and the opportunity to learn the content represented by the State Content Standards. Completed survey responses support potential revisions and refinements of the MSAA for subsequent years, and provide information that can be tracked over time.

Writing Prompt - Operational

When you are administering the writing item, the **Upload Evidence** button will become available.

Click on this button to begin the evidence upload process.

Select the **Use Webcam** button.

You might also hear from TAs when they are uploading a student's writing evidence. The writing prompt is operational this year and will become part of the student's ELA score.

Students that are unable to type directly into the computer for the writing prompt will either need the scribe accommodation, or can provide written evidence that will need to be uploaded into the system. Please make sure your teachers either know how to use a web cam, or have access to scan and upload student's work.

They will need to upload the student's work before the session is submitted. Once the session is submitted, they cannot upload evidence.

Testing Integrity, Appropriate, and Inappropriate Test Practices

This year the Maine DOE has created a Test Security Handbook and Test Security Webinar. They will be available on the Test Calendar page soon.

Testing integrity, appropriate, and inappropriate test practices

- Maintain testing integrity and appropriate test practices
- Handle test materials in a secure manner
- Prepare a secure testing environment
- Recognize inappropriate test practices
- Monitor and report inappropriate test practices

NOTE: TAs and TCs must ensure that all aspects of the MSAA Test will be maintained in a secure manner. Items are for the exclusive use of testing and are not to be used for instruction, are not to be shared, emailed, copied or distributed in any manner. To do so is a test irregularity and a violation of test security.

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 Maintaining testing integrity is critical to ensuring accurate, valid, reliable, and timely information about student academic performance.

- **All TAs and TCs are responsible for ensuring that testing integrity is maintained before, during and after testing, in compliance with their states' test security protocols and procedures.**
- **Secure testing environments must be maintained. TAs and TCs must sign and submit their state-specific required test security agreements.**
- **Both TAs and TCs need to recognize inappropriate test practices.**
- **Both TAs and TCs are responsible for immediately reporting any violation or suspected violation of test security or confidentiality.**
- **TAs and TCs must ensure that all aspects of the MSAA Test will be maintained in a secure manner. Items are for the exclusive use of testing and are not to be used for instruction, are not to be shared, emailed, copied or distributed in any manner. To do so is a test irregularity and a violation of test security.**
- **Please note: any student produced work from an assistive technology device must be filed in the student's secure testing folder for six years per the Code of Maryland Regulations (COMAR).**

Creating a Comfortable and Secure Testing Environment

Pg. 19

- 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.
  - 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.

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- **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.**

- **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.**

Test Security and Test Irregularities

Pg. 25

- 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.

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The <u>TAM</u> provides specific instructions for the secure handling of the online and printed test materials under the heading "Test Security and Test Irregularities."

TAs and TCs must review this information and adhere to these practices and state policies.

- **Read Slide:**

Test Security and Test Irregularities (cont.)

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 for any reason other than lack of an observable response

- Changing the wording of test directions, test items, answer options, or any text as it is written in the DTA

- Using any materials not indicated in the DTA

- Providing students a preview of the Test at any time

- Providing answers, clues, or cueing to students in advance of or during Test administration

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- **Read slide:**

Test Security and Test Irregularities (cont.)

Pg. 25

- Manipulating materials that hint at a correct or incorrect answer, or reduces answer options
- Changing a student's answer
- Using any of the MSAA test materials for instructional purposes
- Sharing test materials with colleagues, 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 TA who has not completed the online training modules and passed the Final Quiz

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- **Other areas that could impact Test security include:**

- **Read slide**

How to Monitor and Report Irregularities?

- Monitor and report observed or suspected inappropriate test practices and test irregularities to your TC.
- Review state laws and policies regarding test irregularities, reporting procedures and consequences
- Follow state procedures to report inappropriate test practices
- Report any incidents involving alleged or suspected violations that fall under the category of a serious irregularity to the State MSAA Coordinator.

TAs and other staff must notify their Test Coordinator if they witness or become aware of an inappropriate test practice, or suspect one has occurred; and TCs must follow their state procedures. State professional codes of ethics and state law provide the guidelines for determining the consequences for any irregularity. For example,

TCs and TAs must:

- **Monitor and report observed or suspected inappropriate test practices and test irregularities in accordance with state law and policy**

- **Review state laws and policies regarding test irregularities, reporting procedures and consequences**

- **Follow their state procedures to report inappropriate test practices**

- **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.**

How to Monitor and Report Irregularities? (cont.)

Reported by Test Administrators to Test Coordinators

Reported by Test Coordinators to District Assessment Coordinators

Reported by District Assessment Coordinators to the State Assessment Coordinator

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Reported by Test Administrators to school Test Coordinators

Reported by school Test Coordinators to district Test Coordinators

Reported by district Test Coordinators to the State Test Administration and Security Committee as appropriate

Next Steps

- Download and read the two manuals that Test Coordinators will use
  - *Test Administration Manual (TAM)*
  - *MSAA Online Assessment System User Guide for Test Coordinators*
- Complete Test Coordinator Modules
- Gather and submit Test Materials orders
- Distribute Test Administration Manuals (TAM) to schools
- Monitor Test Administrator completion of required "MSAA Test Administration Training for Test Administrators" final quiz

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Read slide
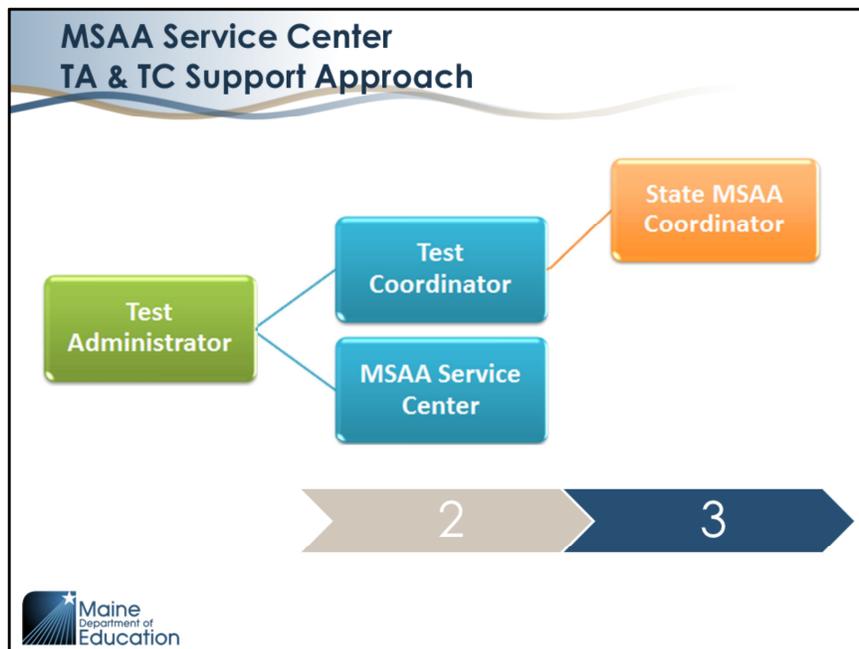
To better flow your questions and receive timely, accurate responses, we have developed the support approach on this slide and have documented it in the TAM. First, we are asking that TAs flow their questions to the first two supports directly available to them - your TC and/or the MSAA Service Center. If further support is needed, the TC will contact Sue, your State MSAA Coordinator, for further assistance. The intent of defining this process is to

1. **further improve the timeliness of Service Center responses,**

2. **to log and track the Q&A coming in from the field, and**

3. **better inform TCs and Sue, regarding these communications, as well as the other State MSAA Coordinators.**

MSAA Service Center

- When contacting the MSAA Service Center, please be prepared to *provide as much detail as possible about the issue and the system on which it occurred*. Include the following:
  - **Contact information** (name; state, district, and school; phone, e-mail)
  - **Student name**, if applicable
  - Any **error messages** that appeared
  - **Operating system** and *browser information*
  - Information about **network configuration**

The Service Center for the MSAA is available 7a.m.–8 p.m. ET Monday–Friday to TAs and TCs to answer questions about (1) the MSAA System and (2) test administration procedures.

When contacting the Service Center, please be prepared to provide as much detail as possible about the issue and the system on which it occurred. Include the following:

- Your contact information (name; state, district, and school; phone, e-mail)

- Student name, if applicable

- Any error messages that appeared

- Operating system and browser information

- Information about network configuration

MSAA Service Center

- If you are emailing the Service Center, please do not include student identifying information. If you have a student specific issue, please instead call the Service Center for assistance.

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If you are emailing the Service Center, please do not include student identifying information. If you have a student specific issue, please instead call the Service Center for assistance.

MSAA Service Center

MSAA Service Center Contact Information

Phone	(866) 834-8879
Email	MSAAServiceCenter@measuredprogress.org
	7 a.m.– 8 p.m. ET Monday – Friday

The Service Center opens at 7:00 am. Please utilize these early hours when possible as only three other states are on eastern standard time.

This concludes the training for today. I will take time to answer questions from the chat box.