

Maine Test Administrator (TA) Webinar Questions and Answers

March 24, 2016 2:30-4pm

1. Does the use of a paper/pencil test have to be written in an IEP or is it available to any student based on their SRC?

Students whose normal daily instruction consists of paper/pencil must have a paper version accommodation documented in their IEPs for the alternate assessment. Please refer to the User's Guide to download paper copies. *(Reference Maine Policy information on DOE Web site)*

2. How do we handle uploading evidence for writing if a scanner or webcam is not available at the time of testing. Can we upload those later?

You will need to "Save & Exit" while on the writing prompt item within the MSAA System. When you are ready to upload the evidence, go back into the MSAA System. If you exited on the writing prompt item, it will bring you back there and you can upload your evidence. Do not "submit" the session without first uploading the evidence as you will not be able to open the session again. *(Reference MSAA System User Guide for Test Administrators and TA module 12)*

3. Is there a way to enlarge without paper pencil version?

There are two options for this. Magnification is an assessment feature that is built into the MSAA System. Once this assessment feature is selected, click on the magnifying glass to increase the size of text/image in highlighted area. The other option is to use zoom in/out that is part of the browser and operating system. This can be done using the keyboard. For a PC, click on CTRL + Minus Key (-) for zoom out and CTRL + Plus Key (+) for zoom in. Projection systems or video magnifiers may be used to increase size based on individual student needs. It is best to test these using the sample items so that a TA is sure they work as expected for a student during the assessment administration. *(Reference MSAA System User Guide for Test Administrators and TA module 3)*

4. By looking at the sample questions and attempting to zoom, it is really not going large enough for my student to see due to visual impairment. He does not have "paper pencil" testing on his accommodations, but does have "magnification for tests". Does his IEP need to be amended to specifically state paper and pencil? Or would it be appropriate to request special materials? He does have vision, but needs quite large text.

In order to administer the paper version there must be a paper version accommodation documented in the student's IEP for the alternate assessment. If the zoom in/out that is part of the browser and operating system is not large enough, the TA may want to try using a projection system or video magnifier. *(Reference Maine Policy information on DOE Web site, MSAA System User Guide for Test Administrators and TA module 3)*

5. Are there certificates for participation for the 13 TA Modules and this webinar?

Sue Nay, at Maine DOE, will provide certification to those that participated in the live webinar that occurred on March 24, 2016. The TA modules are required to be viewed and completion of the End-of-Training certification test in order to administer the MSAA to a student.

6. What is the deadline for administering the MSAA test?

The MSAA must be completed by May 13, 2016. The MSAA System will be taken off-line at 7:00pm Central Time on May 13, 2016. *(Reference MSAA Test Administration Manual and TA module 2)*

7. Where are the TA modules located?

The TA modules are located within the MSAA System. There is a link for the “Test Administrator Training” located on the top navigation bar. *(Reference MSAA System User Guide for Test Administrators and TA module 1)*

8. Please clarify the number of tests that can be open for a student. One open test per student at one time, correct?

A TA must only have 1 student test open in any one browser, different browsers or different computers at any given time. Attempting to open more than 1 test at the same time for the same student or a different student could force a test to be stalled as “In Progress (Locked)” test status. *(Reference MSAA System User Guide for Test Administrators)*

9. I have the url, I asked for a new password, it said a new link was emailed, but I didn't receive it.

Be sure to check your junk/spam mail folder. The email will come from: MSAAServiceCenter@measuredprogress.org. This e-mail may have to be added to your district/schools “allowed/white-list” by your technology staff.

10. Is this a different training and test than the NCSC (from last year) and do TA's need to take this training a second time if they did the training last year?

The TA modules are updated each year. TAs must complete the modules and pass the End-of-Training quiz with an 80% or better in order to administer the MSAA to a student. *(Reference MSAA Test Administration Manual and TA module 1)*

11. Is the form for deaf/blind/hard of hearing for grades 3 and 4 only?

There are braille cards available at grades 3 and 4. These would need to be ordered for the student. Also, the Procedures for Assessing Students who are Deaf, Blind, and Deaf-Blind are available to be ordered for a student. This document is not grade specific. The Procedures for Assessing Students who are Deaf, Blind, and Deaf-Blind includes tasks to complete before, during, and after the assessment for all grades; strategies to enhance access to the MSAA; and Directions for Test Administration that must be used to administer Open Foundational Reading Items in grades 3 and 4. *(Reference MSAA Test Administration Manual and TA module 4)*

12. Are there samples tests for all grade levels or grade spans?

There are sample items for grade spans. *(Reference MSAA Test Administration Manual and TA module 5)*