MSAA Online Assessment System User Guide for Test Administrators

March 9–April 24, 2026

Multi-State Alternate Assessment

Table of Contents

Document Overview

The MSAA Online Assessment System is the platform used to administer the Multi-State Alternate Assessment (MSAA) to participating students. This user guide describes the MSAA Online Assessment System features and provides test administrators (TAs) an overview of the MSAA testing process, support resources, and step-by-step directions to perform various functions before, during, and after test administration. For the purposes of this manual, the MSAA Online Assessment System will be referred to as "the System."

Roles and Responsibilities

Users in the System are assigned either the role of TA or test coordinator (TC). TCs are responsible for managing the administration of the test. TAs are responsible for administering tests to students.

The chart below outlines common actions in the System and who is permitted to perform them. TAs are not allowed to apply the Early Stopping Rule (ESR) for a student's test or edit student demographic information. Please refer to page 1 of the *Test Administration Manual* (TAM) for links to state websites containing state-specific policies.

Action	Test Administrator	School Test Coordinator*	District Test Coordinator	State MSAA Coordinator	MSAA Service Center
Start, Pause, Resume, and Submit Tests	X	X	X	X	
Print *Directions for Test Administration* (DTAs) and Paper Tests	X	X	X	X	
Complete Student Learner Characteristics Inventories (LCIs), Student Response Checks (SRCs), and Accommodations Tabs	X	X	X	X	
Add or Edit TAs		X	X	X	
Apply Early Stopping Rule (Close Test)		X	X	X	
Add Classrooms		X	X	X	
Add or Edit TCs			X	X	
Add Students		X*	X*	X	
Edit Student Demographic Information				X	
Change Test Form Grades				X	
Provide Technical Support					X
Unlock Tests				X	X

*State specific

MSAA Technical Support

MSAA Service Center 📞 **Phone: 866-834-8879** ✉ **Email: MSAAServiceCenter@cognia.org** 💬 **Live Chat: Link at the bottom of the MSAA Online Assessment System Dashboard**

The MSAA Service Center is available from 6 am–10 pm ET, Monday–Friday beginning two weeks before the test administration window and ending one week after the administration window closes. Hours are 8 am–5pm ET throughout the rest of the year. The Service Center can 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 . . .

You have "How do I . . .?" questions and you can't find the answer in the TAM, user guides, or technology requirements (linked at the bottom of the MSAA Dashboard). For example, you need to:

- Change a student's demographic information
- Apply the Early Stopping Rule
- Order paper materials

You do not have a user account.

For example, you receive the message "Sorry, unrecognized username or password" and cannot resolve the issue with the "Request New Password" button.

- The wrong name is associated with your email address

You do not have the necessary MSAA Online Assessment System permissions to make your requested change.

For example:

- You need to be assigned to a different (or additional) school or district
- You need to make a test grade change

Test Administrators and Test Coordinators: Contact the MSAA Service Center when . . .

You have "How do I . . .?" questions and you can't find the answer in the TAM, user guides, or technology requirements (linked at the bottom of the MSAA Dashboard), such as:

- You have trouble logging in (and have a user account)
- Your TA has passed the final quiz (≥80%) but cannot access student test materials
- You are a TC with questions about making changes to TAs in your district(s)
- You need to open a locked test

You encounter an error or unusual behavior in the MSAA Online Assessment System with:

- User accounts
- Accessing tests assigned to a student
- Incorrect or missing student information
- Access to the MSAA Test Administration Training for TAs and TCs
- Converting a PDF file to JPEG format for the writing prompts
- Accessing assessment features or a paper accommodation

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 information:

1. Your **contact information** (name, state, district, school, phone number, and email address)
2. **Student-Specific Inquiry:** If using chat or email, provide the student's SSID or system-generated ID only. **(Do not provide student name or identifiable student information.)**
3. Any **error messages** that appeared
4. **Operating system** and **browser information**

Test Coordinators: Contact your State MSAA Coordinator . . .

You do not have the necessary MSAA Online Assessment System permissions to make your requested change. For example,

- You need to be assigned to a different (or additional) school or district
- You do not have visibility to the appropriate orgs (districts/schools)
- The wrong name is associated with your email address
- A test grade change occurs and a student needs a new test assignment

You have test administration or policy questions regarding:

- Scoring procedures for constructed-response items
- Recording student responses into the MSAA Online Assessment System
- Clarifying requirements of various item types
- Clarifying administration requirements
- Describing how to access assessment features or accommodations

Additional Support

For additional support or questions about this document, please contact the MSAA Service Center:

Phone: 866-834-8879

Email: MSAAServiceCenter@cognia.org

Live Chat: www.msaaassessment.org, link at the bottom of the MSAA System Dashboard

> **Note: When contacting the MSAA Service Center via chat or email, provide the student's SSID or system-generated ID only. (Do not provide the student's name or identifiable student information.)**

What Is the MSAA Online Assessment System?

The System is used to administer the test to participating students.

MSAA Online Assessment System Website

You can access the System using the following link: www.msaaassessment.org.

Terms and Acronyms

Table 1 provides a summary of terms with the associated acronyms used frequently in this 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

How to Access the MSAA Online Assessment System

This section prepares you to access the System for the first time.

Receiving Your Welcome Email

When a new user account is created in the System, the user will receive an automated welcome email from MSAA System (noreply@cognia.org) (as seen below) that contains a temporary URL.
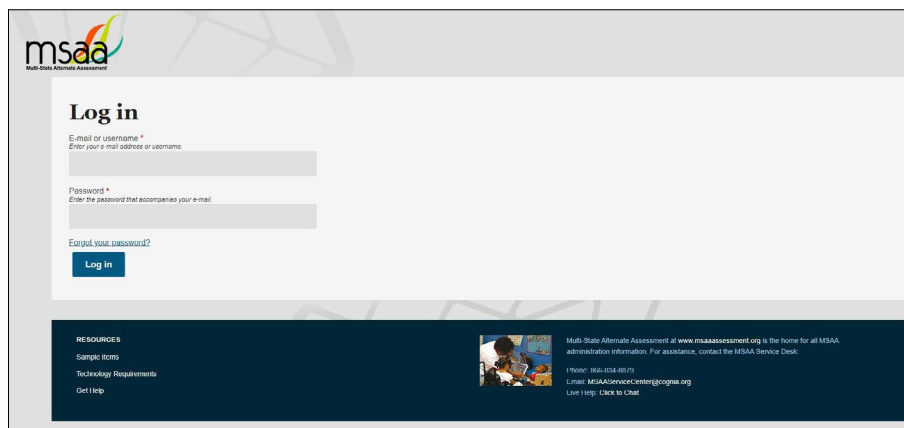
> From: MSAA System <noreply@cognia.org>
> Subject: MSAA Account Information.

Click the link in the welcome email to gain access to the System. You will be asked to create a new password for your account. Please note that the password link in the welcome email can **only be used once**.

Note: If you think an account was created but you did not receive an email and cannot log in after requesting a new password, first check your spam/junk folder for the email. If the email is not in the folder, please contact the district TC or State MSAA Coordinator.

How to Log In

Once your user account is created and you have set your password, you can access the System using the URL www.msaaassessment.org. The Log in page will appear as seen below. Enter your email address and password, and click **Log in** to access the secure System.

MSAA has a Test Security Agreement that appears for all TC and TA users upon initial login to the System. TCs and TAs will have the option to Agree or Cancel. Upon choosing Agree, TCs and TAs will have full access to all pages of the System assigned to their user role. In addition, users' profiles will be updated to capture acceptance of the Test Security Agreement and no further action will be needed. If users cancel out of the Test Security Agreement, access will be restricted to the Dashboard and Sample Items pages of the System, and users will be presented with the Test Security Agreement prompt upon subsequent logins until they choose Agree.

Account Lockout

A user's account will become locked for one hour after five failed attempts to log in. The account can be unlocked in two ways:

1. Wait an hour, and the account will become unlocked (be sure to wait the full hour), OR
2. Unlock the account immediately by requesting a new password:
   o Click the **Forgot your password** link from the Log in screen.
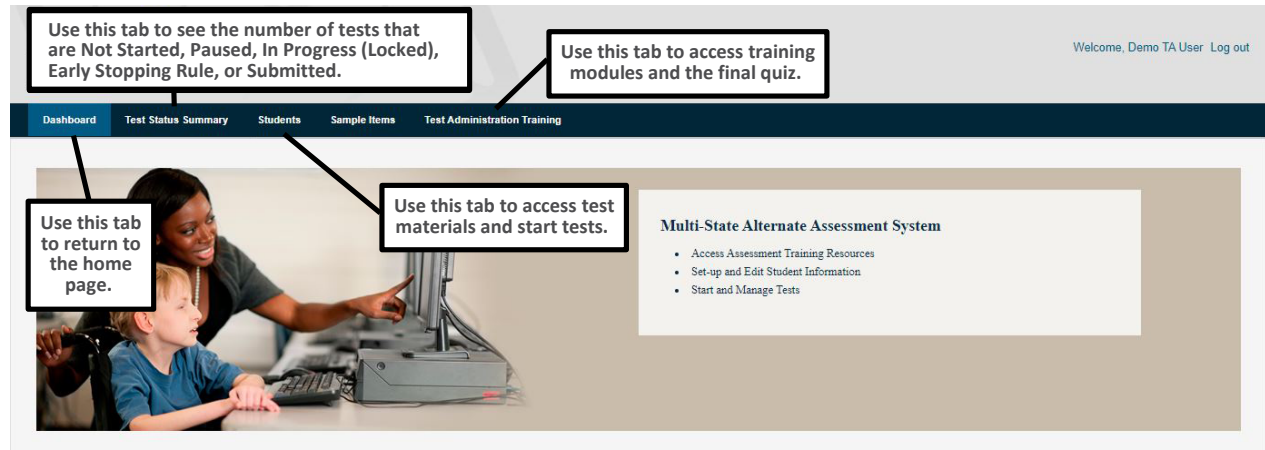
   o Follow the onscreen instructions; you will receive a password reset link via email.

How to Navigate the MSAA Online Assessment System

Dashboard

The dashboard is the home page for the System. Once logged in, you can navigate within the System using the top navigation bar. You can return to the dashboard by clicking the **Dashboard** tab in the navigation bar.

Test Status Summary

This page provides a summary of student tests, allowing you to track and monitor testing progress during administration. You may only access tests that are assigned to students who pertain to your role's permissions. For example, if you have access at the school level, you will see test summary information for all students in the school. If you only have access to a single classroom, you will only see test summary information for the students in that classroom. The Test Status Summary screen is shown below.
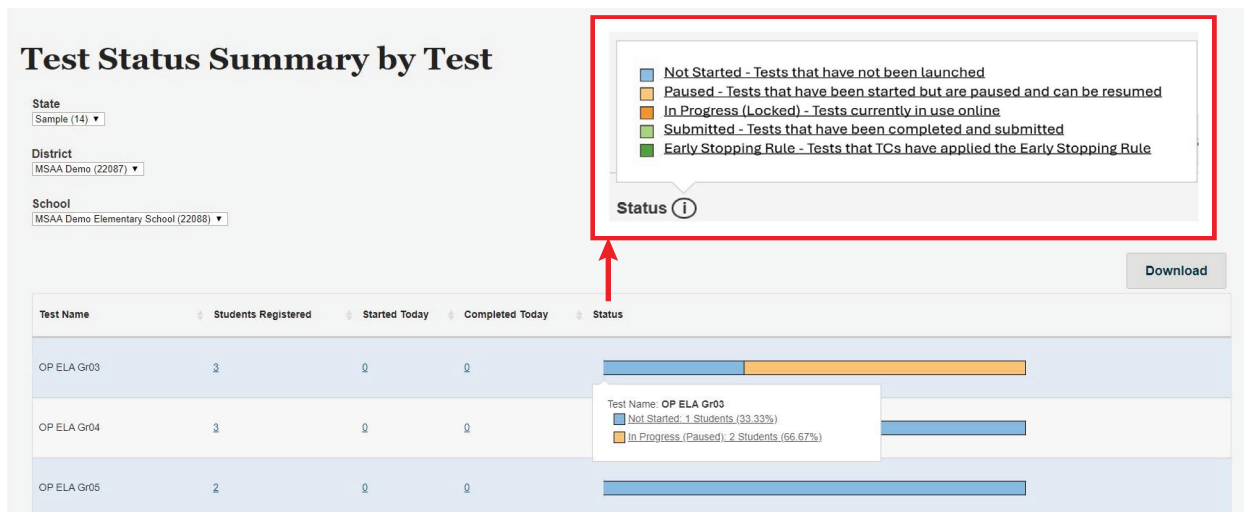
The Test Status Summary page includes both numerical and graphical representations of testing progress throughout administration. The following statuses are provided:

- Students Registered
- Started Today – total number of tests started today (12 am–11:59:59 pm ET) that are either Paused or In Progress (Locked)
- Completed Today – total number of tests submitted and closed by applying the Early Stopping Rule today (12 am–11:59:59 pm ET)
- Status – which will further provide the total breakdown of every test status: Not Started, Paused, In Progress (Locked), Submitted, and Early Stopping Rule

Hover over any header for an explanation of the data being provided. Under each status, links will allow you to drill down to the "Test Status Details," which will provide the respective student and organization information, as well as date/time stamps for when the test was started and last updated. The Test Status Details report is shown on the following page.

Test Status Details

Organization Example School
Test Name OP ELA Gr03

Download

Classroom	First Name	Last Name	Student ID (state-issued)	Test Status	Test Started	Started Today	Completed Today	Last Updated
	Student	Five	7539514568	Not Started		No	No	2025-09-19 18:40:26
	Student	Four	4567891230	Submitted	2025-09-19 18:42:41	Yes	Yes	2025-09-19 18:43:13
	Student	One	77889900112233	Paused	2025-09-19 18:34:07	Yes	No	2025-09-19 18:34:24
	Student	Three	00123456789	Early Stopping Rule		No	Yes	2025-09-19 18:40:58
	Student	Two	66778899001122	Not Started		No	No	2025-09-19 18:35:40

Both the Test Status Summary and Test Status Details are available for download and will export into Excel. Please note that if you are downloading from the Test Status Summary page, the data will be numerically represented.

Test Status Summary Export

Click **Test Status Summary** in the dashboard.
Click **Download**.
An Excel spreadsheet will download with the same information that is displayed on the Test Status Summary page.   Users associated with multiple districts can use the "Organization" menu to select any of their districts.

Students
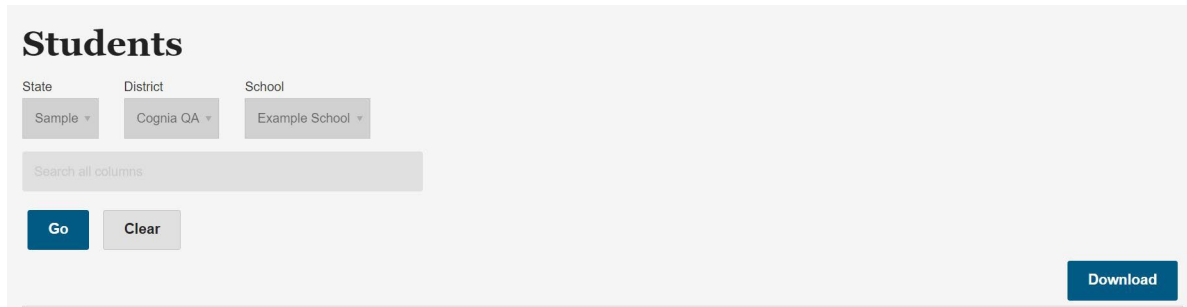
Use this page to access student profile information (demographics, LCI, accommodations, and SRC), access test materials (e.g., the DTA), and start/resume the student tests.

Filtered Students Report

Enter search criteria in the "Search all columns" field. Any of the columns other than "Actions" can be searched.

Click **Go**, then click **Download**.
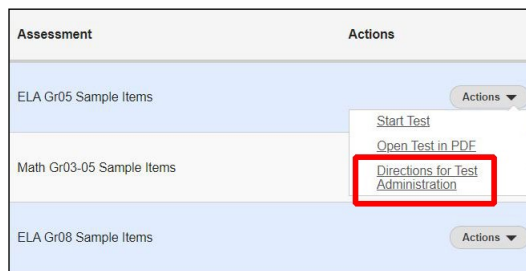
An Excel spreadsheet will download with only the results from the search.

Sample Items

This page provides online access to sample items that allow a user to become familiar with navigating the System, check compatibility of a student's AT devices, and practice administering test items with students. Sample items can also be used to practice and become familiar with item types, accessibility features, and accommodations. Note that student responses to the sample items are not saved. All users have access to the same sets of mathematics, ELA, and science sample items located in the System at www.msaaassessment.org under Resources.

To access the DTAs for the sample items, click on **Directions for Test Administration** found under the respective sample items **Actions** drop-down menu as shown here.
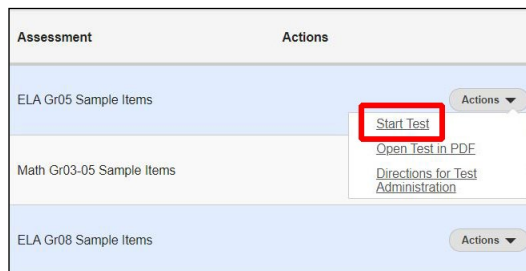
To view the sample items online:
• Click on **Actions.**
• Select **Start Test.**

To print the sample items:
• Click on **Actions.**
• Select **Open Test in PDF.**

Before Testing

This section describes the steps to be completed before administering the test to students.

Step 1: Access and Complete Training Modules

Access the training modules in the **Test Administration Training** tab. As you complete each module, the next module in the training will be unlocked. **Once all modules are complete, you must take the end-of-training final quiz and attain a score of 80% correct or higher.** You will then be able to access test materials. Modules can be reviewed as needed after training is complete.

New this year, MSAA will offer a refresher training course for TAs who are experienced in administering MSAA. The TA refresher training will consist of four training modules and the end-of-training final quiz. TAs taking the refresher training course must attain a score of 80% correct or higher on the final quiz. If the final quiz is not passed, the TA will be required to complete the full set of TA training modules and pass the final quiz with an 80% or higher.

TAs' eligibility for the refresher training course will be determined by their State MSAA Coordinator. Please follow up with your respective State MSAA Coordinator for further questions around the refresher training.

There is a science module for the states/entities that have selected the option to administer science, but there is not a final quiz for this module.

⌄ MSAA Test Administration Training for Test Administrators (Required to access the test materials)

MSAA Overview	Navigating the MSAA Online Assessment System	TA and TC Responsibilities	The Writing Prompt
☐ Pending			
Accessibility Features and Accommodations	Student Response Check and Early Stopping Rule		

Step 2: Complete End-of-Training Final Quiz

When all modules have been marked as completed, the **Start Final Quiz** button becomes unlocked. Click on **Start Final Quiz**.

Read the questions and select the correct answer. Click **Next** or **Previous** to proceed through the final quiz. Pause as needed by clicking **Save & Exit**. You will be redirected to the Test Administration Training main page.

When you are ready to resume the final quiz, select **Resume Final Quiz** on the Test Administration Training main page.	

When you are ready to submit your final quiz, click **Submit My Test**, and the System will display your results immediately. Upon passing the quiz, your user profile will be updated with a training status of "Complete" and you will be able to access test materials and student tests. **Note:** The System does not generate a certificate.	
If you do not attain at least 80% on the end-of-training final quiz, the System will display your results. The score results will include a message similar to what is displayed here. **Note:** TAs eligible for the refresher training will have a maximum of three attempts to pass the final quiz with an 80% or higher. If the maximum attempts to pass are exceeded, then the TA will be expected to complete full training (progress will be preserved). Click **OK** to return to the Test Administration Training main page to review the modules again and retake the final quiz.	

Step 3: Complete Student Profile

Before administering the test to students, you must verify that their information is correct in the **Demographics** tab. TAs must contact their State MSAA Coordinator if any demographic information, including a student's grade level, needs to be changed. TAs must also complete the **LCI, Accommodations: Before Test**, and **SRC** tabs in the student profile before access to test materials is granted.

From the **Students** page, find the student in the list and click on the Student ID number.	**Student ID** (system-generated) / **Student ID** (state-issued) / **Organization** / **Student Information** 130836 — 45000001 — Demo Elementary School — Demo 01 Student 01 Grade 3 130836 — 45000001 — Demo Elementary School — Demo 01 Student 01 Grade 3
The **Demographics** tab displays the demographic information for the student. TAs and TCs cannot change any demographic information in the **Demographics** tab. TAs should confirm the student's grade level and contact their TC if the grade is incorrect so that the wrong test is not administered. The TC, in turn, will contact the State MSAA Coordinator because a change to local or state student systems might be required.	Student ID (state-issued) * 45000001 First name * Demo 01 Last name * Student 01 Gender Not selected ▾ Date of Birth * 02/16/2013 Grade * 3 ▾ Organization * State: Sample ▾ District: Demonstration ▾ School: Demo Elementary School ▾ **Save** **Cancel**
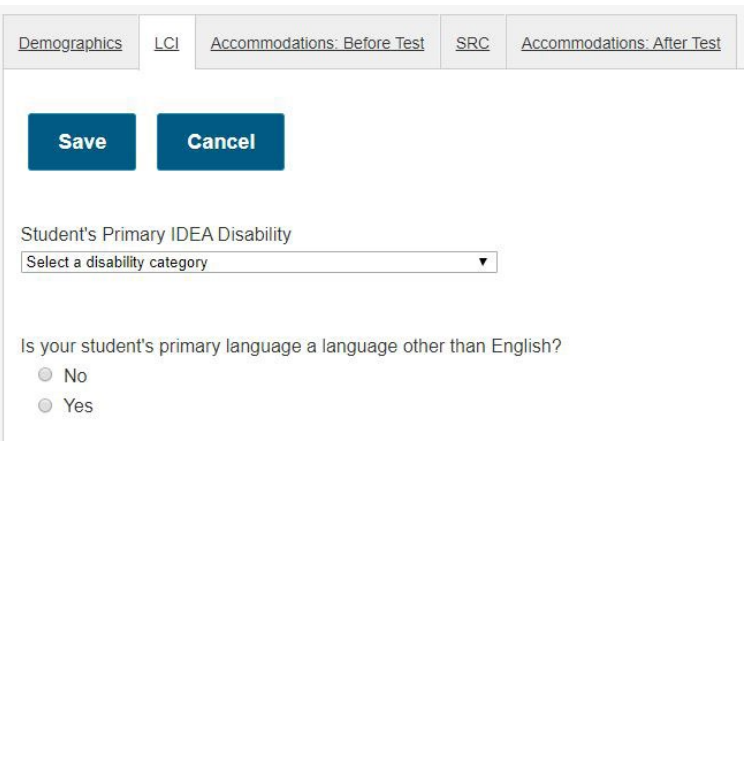
Step 4: How to Update Student Grade Assignment

If a student's grade is incorrect in their student profile, contact your State MSAA Coordinator before administering the test to the student. Your State MSAA Coordinator will update the student's grade in the platform, then reassign the correct grade-level tests for the student.

Step 5: Complete the LCI (Learner Characteristics Inventory) Tab

Information from the LCI provides a description of the educational, communication, and linguistic characteristics of the student. To complete the LCI, follow the steps below.
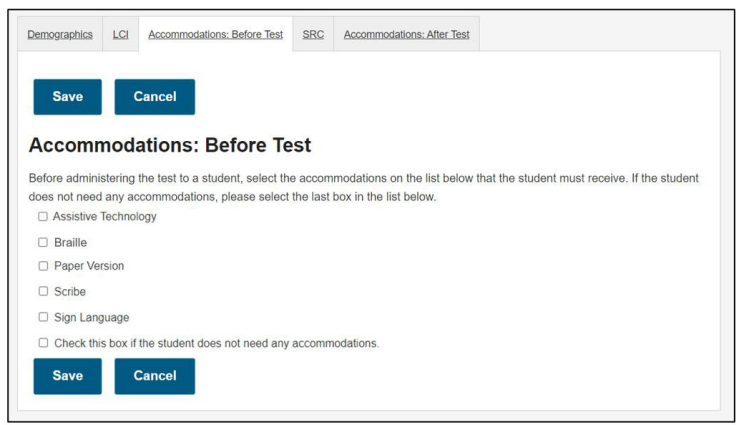
Click on the **LCI** tab and answer the questions by selecting the options that best describe the student. Please preview the LCI questions before answering them, so you may obtain information from school records, if necessary, prior to completing the LCI. • All fields are required. You must enter a selection for each topic. • Only one response per topic is allowed. • **Note:** If you select "Low vision" or "No functional use of vision...," the audio player embedded in the System will adjust to include audio files that describe the visual elements of each test item and are available to use.	
After you have completed the tab, click **Save** at the bottom of the screen. The System will provide confirmation that the updates have been saved.	

Step 6: Complete the Accommodations: Before Test Tab

The **Accommodations: Before Test** tab **must** be completed before you start the student test.	

The **Accommodations: Before Test** tab **must** be completed before you start the student test.

Note: All accommodations documented in the student's IEP should be selected.

If the student does not need any accommodations, please select the last option: "Check this box if the student does not need any accommodations." After you have completed this tab, click **Save**.

Step 7: Complete the Student Response Check (SRC) Tab

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

The purpose of the SRC is to determine whether 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.

If the student has a consistent and observable mode of communication, select the response mode(s) the student will use during testing in the SRC tab. If the student does not have a consistent and observable response mode, follow the steps shown in the SRC flowchart.

Observable Response Mode

In order to meaningfully participate in the test, 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
- 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. **Note:** 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 whether there are communication barriers to meaningful participation in the MSAA. 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 apply the ESR and close 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 should consider changing the time of day, day of week, or location of testing when administering the SRC multiple times.

The flowchart on the following page (Figure 1) should be used to determine when to administer the SRC and when TAs should contact their district or school TC to apply the ESR and close the test. 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 apply the ESR, closing the test. Remember, in many cases it will not be necessary to administer the SRC because many students have a consistent mode of communication.

TAs can administer the SRC using a paper version downloaded from the System or by 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.
- If a student is administered the SRC but does not provide an observable response, the TA should select the "Other" box and enter a brief explanation. For example: No response, SRC given 3/25 and 4/15.
- It is best practice to 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 of the TAM 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 State MSAA Coordinator.
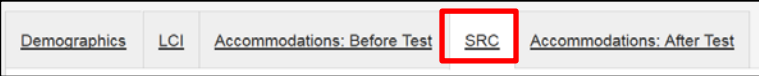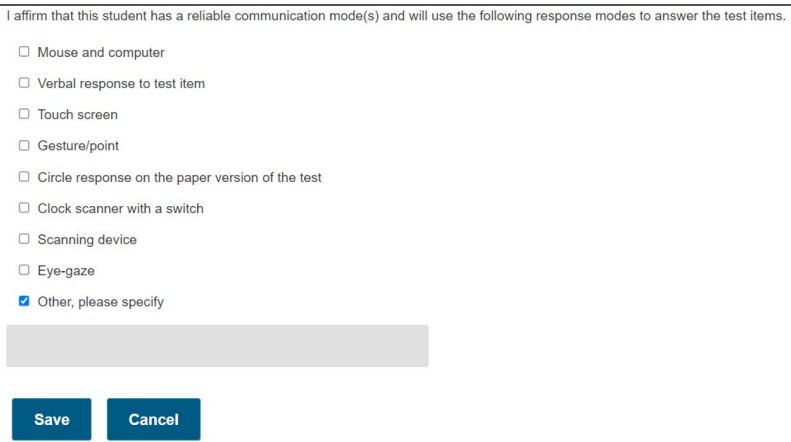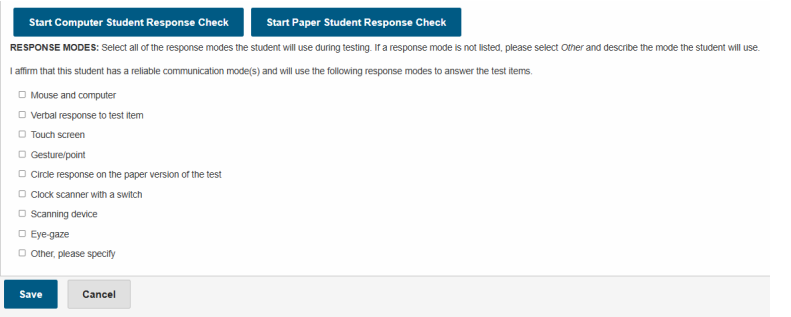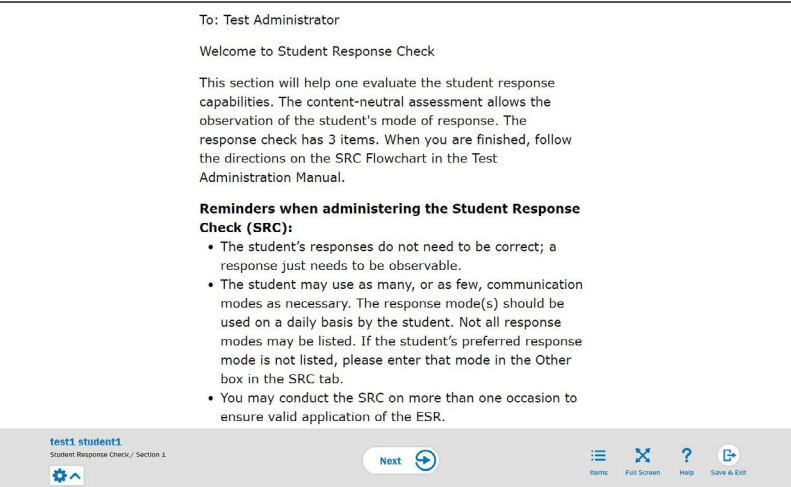
- The ESR cannot be applied if the student responds to one of the first four items, if any other items are administered, or if the student provides a response in another content area.
- To apply the ESR, the first four items of at least one of the student's operational tests must be administered and the student must not show any observable response to those items. After this criterion is met, the student may stop testing, and a TC may apply the ESR. However, if the student demonstrates an observable response to an item, the ESR is not applicable.
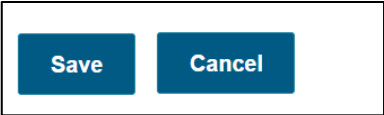
Figure 1: The SRC Flowchart: When to Apply the ESR

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

YES → **STOP.** You do not need to administer the SRC. Select all response mode(s) that the student will use during testing in the **SRC** tab.

NO ↓

Administer the SRC using the modes of communication that the student is familiar with. Use either the paper or computer version of the SRC. All modes of communication used regularly by the student may be used at the same time.

Did the student demonstrate an *observable response?

NO → Open the student's ELA and/or mathematics test from the **Actions** drop-down menu on the **Students** page. Administer the first four test items of either or both tests.**

Did the student demonstrate an *observable response?

NO → **STOP.** The student does not have a consistent observable response.

The TA must contact the district or school TC and discuss the results of the SRC. **Only TCs may apply the ESR and close the test.**

Note: *The TA completes the SRC by checking "Other" and stating "No Response" and adds a <u>brief</u> explanation that includes the dates, times, and how the student is learning communication in the classroom.*

Note: *Once the ESR is determined appropriate, the TC must apply the ESR to all tests/content areas.*

YES ↓   **YES** ↓

CONTINUE to administer the MSAA tests in all content areas. The test can no longer be closed due to 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 14).

******Note:** If administering the first four items of a student's operational test on paper, the TA must replicate the student's responses in the platform.*

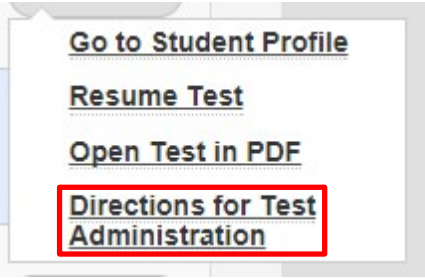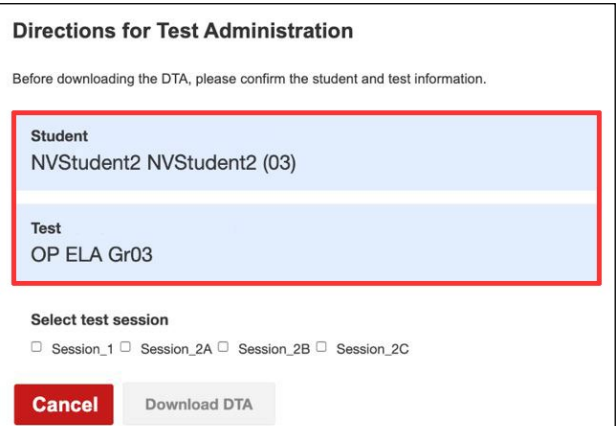|	
In the student profile, click on the **SRC** tab.	Demographics LCI Accommodations: Before Test **SRC** Accommodations: After Test
If the student has a consistent and observable response mode, select the response mode(s) the student will use during testing. If a response mode is not listed, please select **Other** and describe the mode the student will use.	I affirm that this student has a reliable communication mode(s) and will use the following response modes to answer the test items. ☐ 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 [ ] **Save** **Cancel**
If the student does not have a consistent and observable response mode, conduct the SRC by: • Clicking **Start Computer Student Reponse Check** OR • Using a paper version by clicking **Start Paper Student Response Check** and administering the first four items of the test	**Start Computer Student Response Check** **Start Paper Student Response Check** **RESPONSE MODES:** Select all of the response modes the student will use during testing. If a response mode is not listed, please select *Other* and describe the mode the student will use. I affirm that this student has a reliable communication mode(s) and will use the following response modes to answer the test items. ☐ 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 **Save** **Cancel**
Online Administration An introduction to the SRC with general directions about how to proceed will appear. Please refer to page 43 of the TAM for instructions on administering the SRC.	To: Test Administrator Welcome to Student Response Check This section will help one evaluate the student response capabilities. The content-neutral assessment allows the observation of the student's mode of response. The response check has 3 items. When you are finished, follow the directions on the SRC Flowchart in the Test Administration Manual. **Reminders when administering the Student Response Check (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. **test1 student1** Student Response Check / Section 1 Next ⊕ Items Full Screen Help Save & Exit

Once a response mode has been selected, click **Save** at the bottom of the page. A confirmation that the information has been saved will be displayed.	**Note:** If the student does not have a consistent and observable response to the three content-neutral SRC items, the TA must select **Other** and enter "no observable response" before launching the student's test. If the student provides a response during the first four items of the test, the TA must go back into the SRC tab, update the response mode, and click **Save**. If the student does not show a consistent and observable response to the first four items of the test, the TA must contact the district or school TC and discuss the results of the SRC. **Only TCs may apply the ESR and close the test.**

Step 8: Access *Directions for Test Administration* (DTA) REQUIRED

Note: The System does not allow you to access the test materials unless you have completed the Test Administration Training and passed the end-of-training final quiz.	
From the **Actions** drop-down menu, select **Directions for Test Administration**. **Note:** You will need to have Adobe Reader installed on your computer or laptop in order to open the file.	
Confirm the student's name and test information. If the grade is incorrect, do not launch the test; instead, contact your State MSAA Coordinator.	

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:** Once Session 1 has been submitted in the System, the student will be routed to the appropriate Session 2 form. The Session 2 form assignment will be displayed on-screen in the System (first on an intro screen prior to beginning Session 2, then in the test footer where the test info is displayed after beginning Session 2). All adaptive versions of Session 2 are displayed. Select the test session you would like to download. Do **not** download all four DTA forms.	**Directions for Test Administration** Before downloading the DTA, please confirm the student and test information. **Student** NVStudent2 NVStudent2 (03) **Test** OP ELA Gr03 **Select test session** ☐ Session_1 ☐ Session_2A ☐ Session_2B ☐ Session_2C **Cancel** Download DTA
Click **Download DTA**, and the PDF files you selected will download. **Note:** Students' tests cannot be in an "In Progress" status when trying to download and print DTAs. Instead, obtain DTAs prior to testing or pause the student's test to print.	**Directions for Test Administration** Before downloading the DTA, please confirm the student and test information. **Student name** NVStudent2 NVStudent2 (03) **Test name** OP ELA Gr03 **Select test session** ☐ Session_1 ☐ Session_2A ☐ Session_2B ☑ Session_2C Cancel **Download DTA**

Administer and Navigate the Test

This section describes how to locate, start, or resume a test, and perform other test actions available in the System. All actions will be launched from the same area within the System. The actions available include the following:

- **Start Test** (or **Resume Test**) launches the online test for the selected student and test session.
- **Open Test in PDF** provides a file for printing a paper copy of the test for the selected student. This should be used for the selected student who requires a paper accommodation.
- **Directions for Test Administration** opens the DTA as a PDF file that can be printed.
- **Go to Student Profile** provides access to student information.

Locked Test

Because the test is a one-on-one assessment, the System only allows a user to have one test open at a time, which locks the launched test status to "In Progress." If you have a test in progress on your account, you will not be able to launch another test until the open test has been paused. If a student's test is in progress with another TA, then you will not be able to launch that student's test until it is paused by the TA who has it active (In Progress).

To determine the status of a student's test, go to the Students page and look under the "Test Status" column. All statuses, with the exception of "Not Started," will have the respective user's name listed in the subsequent "Test Administrator" column. If a student's test is showing as "In Progress" with you, but you are not currently testing the student, then the test is locked in the "In Progress" status. Locked tests are not reset automatically. The TA must call the MSAA Service Center to unlock the test. This happens when the Save & Exit button was not used to exit the test (e.g., power outage, computer rebooted, closing your browser, etc.).

Table 2 will further assist you in identifying your next course of action.

Table 2. Locked Test Instructions

Scenario	Response
TA has one student's test open but wants to launch another test for another student.	TA should pause first student's test by clicking on **Save & Exit** in the test navigation, then launch the other student's test via the Students page.
TA goes to launch a student's test but sees the test is "In Progress with" another TA when on the Students page, and the Start Test option is not present in the Actions drop-down menu.	Contact the TA that the test is showing as "In Progress with" and have them pause the test. If the TA is not currently testing the student, contact the MSAA Service Center.*
TA goes to launch a student's test but sees the test is "In Progress with" them when on the Students page, and the Start Test or Resume Test options are not present in the Actions drop-down menu.	TA should contact the MSAA Service Center for assistance with unlocking the test.*

*When contacting the MSAA Service Center for unlocking a test, please have the SSID/Org ID and the reason the test was locked (for tracking purposes) available. The unlocking process is immediate and can be done while the student is with you.
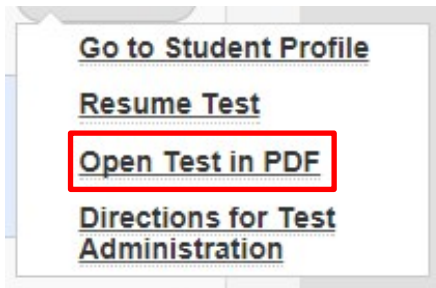
Print Test

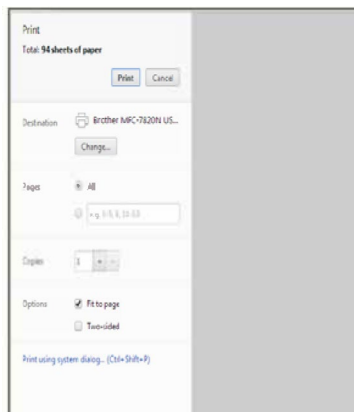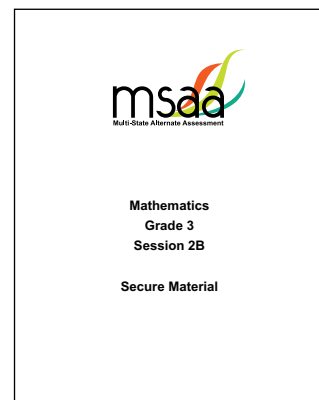|	
Note: The System does not allow you to access the test materials unless you have completed the Test Administration Training and passed the end-of-training final quiz.	
Students using a paper version must have this accommodation in their IEP, consistent with state policy. Select **Open Test in PDF** from the **Actions** drop-down menu. Verify the student name and test information.	Go to Student Profile Resume Test Open Test in PDF Directions for Test Administration
Click the check box to confirm that the paper test is an approved accommodation for this student.	**Paper-based Administration of Test** Before downloading the paper test, please confirm the student and test information. **Student** NVStudent3 NVStudent3 (04) **Test** OP ELA Gr05 ☐ I confirm that the paper test is an approved accommodation for this student. Select test session ☐ Session_1 ☐ Session_2A ☐ Session_2B ☐ Session_2C **Cancel** Download Paper Test

Select the test session you would like to download. Please note that all adaptive versions of Session 2 are displayed. **Do not download all three Session 2 forms.** Once Session 1 has been submitted in the System, the student will be routed to the appropriate Session 2 form and that will be displayed on-screen, providing clarification on which Session 2 form is assigned.

Please refer to the Table of Contents in the DTA to locate Session 2X administration directions. Click **Next** when you are ready to begin Session 2X.

To ensure that students have equitable opportunity to access the items, the TA should read the test items and DTA prior to administering the test.

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.

Click **Download Paper Test** and the PDF file you selected will download.

Paper-based Administration of Test

Before downloading the paper test, please confirm the student and test information.

Student name
NVStudent3 NVStudent3 (04)

Test name
OP ELA Gr05

☑ I confirm that the paper test is an approved accommodation for this student.

Select test session
☐ Session_1   ☐ Session_2A   ☐ Session_2B   ☑ Session_2C

Cancel   **Download Paper Test**

The PDF document will open and can be printed.
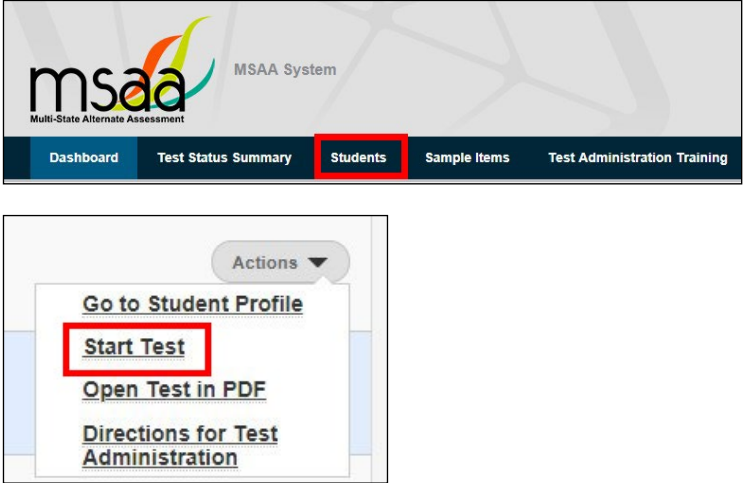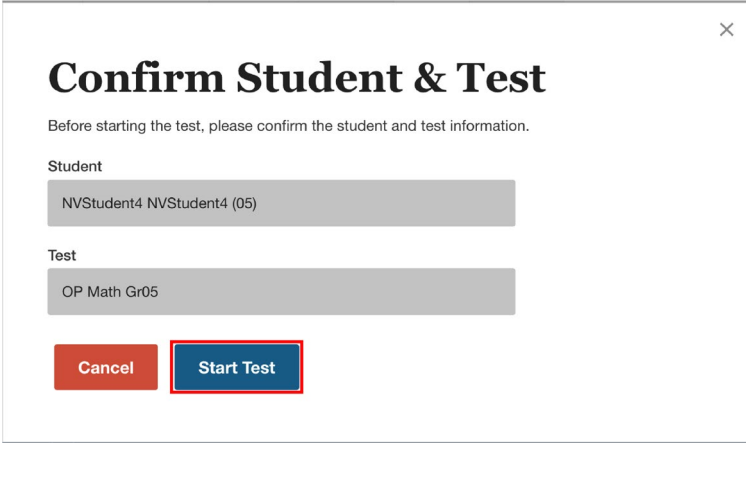
Note: A student's test cannot be in an "In Progress" status when trying to download and print a paper test.

As a reminder, all student responses need to be entered into the System either during or following the session administration.

Print
Total: 94 sheets of paper

Print   Cancel

Destination   Brother MFC-7820N US...
Change...

Pages   All
e.g. 1-5, 8, 11-13

Copies   1

Options   ☑ Fit to page
☐ Two-sided

Print using system dialog... (Ctrl+Shift+P)

Mathematics
Grade 3
Session 2B

Secure Material

Navigating the Online Test

Students do not have direct access to the System and are not provided with usernames or passwords. TAs will log in to the System and start each student's test.

<table>
<tr>
<td>

To start the test:

• Click on **Students** from the navigation bar.
• Locate the student in the list and click on the **Actions** drop-down menu, then select **Start Test.**

</td>
<td>

</td>
</tr>
<tr>
<td>

• Confirm the student name and test information are correct.
• If the student and test information (including grade) are correct, select **Start Test**.
• If the wrong student and/or test was selected, click **Cancel** to return to the **Students** page. Repeat the process to find the correct student.
• If the student's test grade is incorrect, contact your State MSAA Coordinator.

</td>
<td>

</td>
</tr>
</table>

How to Use the Toolbar Buttons

The toolbar located at the bottom of the screen displays the following information and buttons (left to right):
• Student Name
• Name of Test/Session/Current Item # out of total # of items
• Assessment Features (Answer Masking, Audio Player, Zoom, etc.)
• **Previous** – moves back one screen
• **Next** – moves forward one screen
• **Read Again** – reads the item to the student again when Audio Player is enabled
• **Upload Evidence** – upload images of student work, only available on constructed-response writing items
• **Bookmark** – marks an item to be reviewed at a later time
• **Items** – an item summary page showing answered and unanswered items
• **Full Screen** – full-screen mode
• **Help** – brings up MSAA Service Center contact information
• **Save & Exit** – saves the test and exits out of the test (test may be resumed later)

Assessment Features Opens a menu where you can select the various assessment features: Alternate Color Themes, Answer Masking, Audio Player, Line Reader, and Zoom.*	
Previous and **Next** Moves you sequentially through the questions and the test. The item count section to the left of these buttons will change based on where the student is in the test.	
Read Again: Audio Player Tool Provides a student using the Audio Player tool the opportunity to hear the item read again. If the audio player is not enabled, this button will display the first screen of the item or passage.	

*See *How to Use Assessment Features* beginning on page 26 for more details.
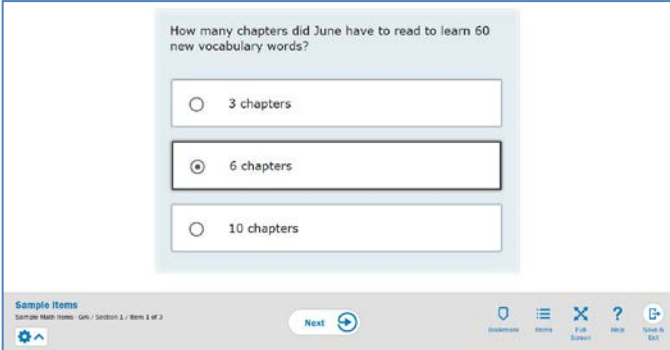
Upload Evidence Uploads images of student work and only appears on the toolbar for CR writing items.	
Items Provides a summary of the questions and whether they have been answered and/or bookmarked for review. Click on the Item # in the **Items** column to go directly to the item or click on **Read Again** to go to the ELA passage associated with the item.	
Full Screen Provides full-screen mode for viewing the item and is highly recommended. In full-screen mode, no Internet tabs or address bars are visible. Click the toggle button again to exit full-screen mode.	
Help Provides the MSAA Service Center phone number should you experience technical difficulties and/or need assistance.	

Answer a Question

Each answer option will have a selection button on the left side. To answer a question:

- Click anywhere in the white box surrounding the answer option, or click directly in the selection button next to the answer option.
- To change an answer, click in another answer tile or selection button.
- Select **Next** to move on to the next item in the test.
- Responses are automatically saved when **Next** or **Previous** is clicked.
- Items can be left blank. Click **Next** or **Previous** to proceed through the test.

How to Use Assessment Features

Practice using assessment features with the sample items to become familiar with them before you administer the test to students. The list below shows the accessibility features that are available:

- Alternate Color Themes
- Answer Masking
- Audio Player
- Line Reader Tool
- Zoom

Below is a screenshot of the Assessment Features menu that can be found by clicking on the gear in the toolbar at the bottom of the screen when the test is open. In the menu, click a feature to enable it. Click again to turn off the feature.
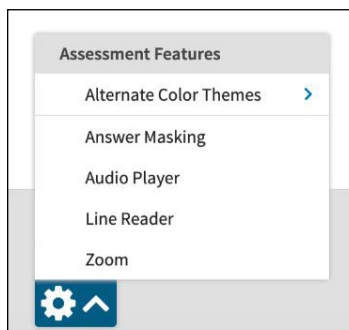
The following section shows the functionality for each assessment feature.

When **Alternate Color Themes** is clicked, a new menu appears with the different color theme options.

Select an option by clicking on it. You will see a check mark by the selected color theme.
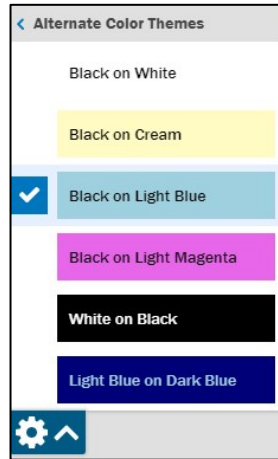
When you select a new color theme, the background color and font color of the text in the online test will change. All items in the test will appear with that same new background and font color theme, as shown in the example below.

When the **Answer Masking** feature is selected, all answer options for items will appear shaded, as shown in the example below. To unmask an answer option, click on the **Show** icon.
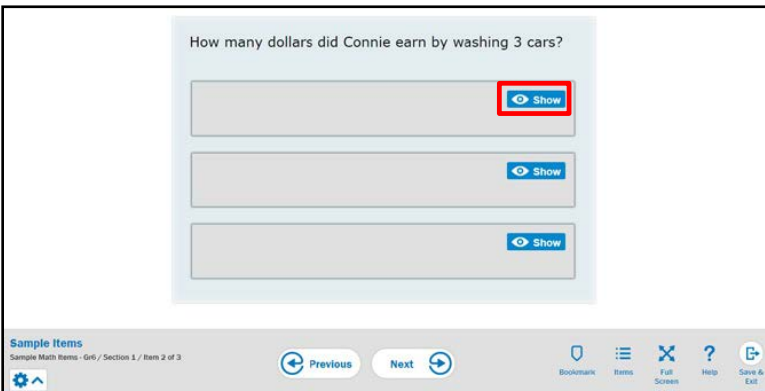
You will see the selected answer displays, while the other answer choices remain hidden. Click **Hide** to mask the answer again.

When **Audio Player** is selected, an audio player tool opens in the toolbar. Text is read aloud digitally to the student when the play button is selected. Each line will continue to automatically be read aloud but can be paused, resumed, and replayed as needed using the buttons on the audio player tool. The audio player tool is available as long as **Audio Player** is selected.

IMPORTANT NOTE: TAs must still adhere to the DTA while utilizing the Audio Player tool.
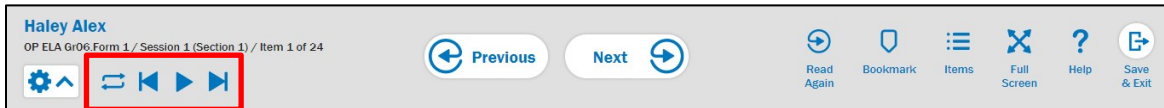
When the **Line Reader** feature is selected, all items in the test will appear with the line reader on.

The Line Reader feature allows focused attention to one or a few lines at a time.

To move the line reader, use the mouse or the up and down arrows on the keyboard.
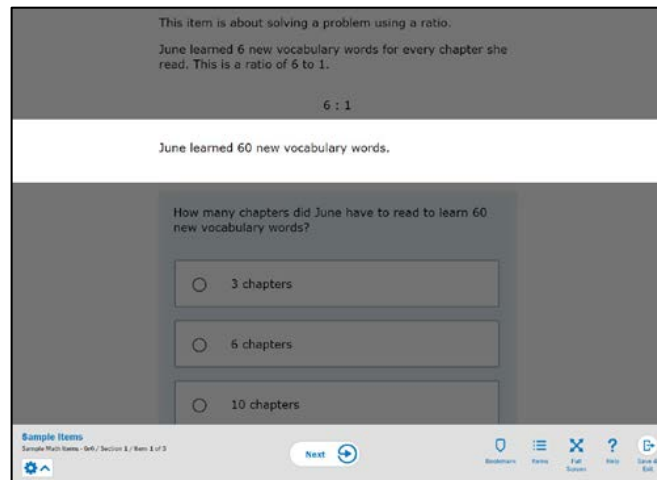
When **Zoom** is selected, plus and minus buttons will appear next to the gear/assessment features icon.

Clicking the plus button will zoom in/enlarge the text and graphics, while clicking the minus button will zoom out/decrease the text and graphics. The zoom top-level limit is 200%. The lower limit is 10%. Each click increments by +/–10%.

The scroll bar on the right side of the page will update as needed allowing the full item to be accessed.
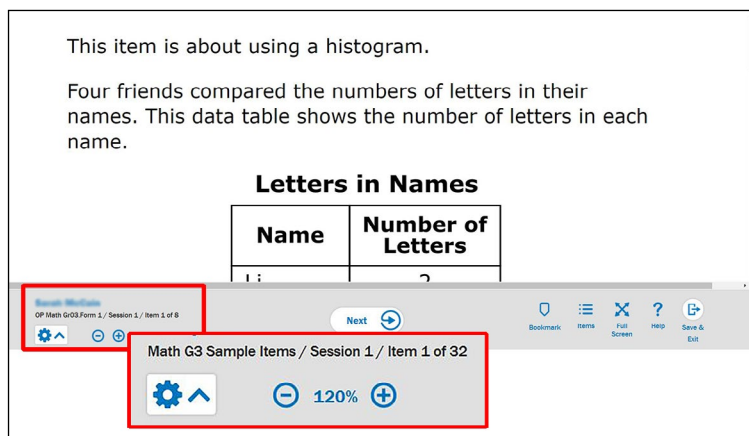
Starting, Pausing, Resuming, and Submitting Tests

How to Start a Test

> If all of the tasks in the "Before Testing" section of this guide have not been completed, the System may display the following messages when attempting to launch a test:
>
> **Start Test Warnings/Messages:**
>
> 1. **Training** – A pop-up message appears, stating that the required training and final quiz must be completed and passed. Please contact your TC if you feel this message is an error.
> 2. **Student Profile** – If you did not complete the **LCI**, **Accommodations: Before Test**, and **SRC** tabs in the student profile, a warning notice will appear, stating that those sections must be complete before beginning the test. Click **Cancel** and return to the student profile as described in the "Before Testing" section to complete the tabs. Once completed, the tests for that student can be launched.

From the **Students** page, locate the student test you wish to start and click the **Actions** drop-down menu, then **Start Test**. The **Start Test** option will appear in the drop-down menu only if the test has not been started. If the test has been started and is currently paused, this option will change to **Resume Test**.	
If the test is currently being administered, then neither **Start Test** nor **Resume Test** will appear in the **Actions** drop-down menu, and the test status will show as "In Progress with."	
If all requirements have been met, a window with the student and test information will display. Confirm it is the correct student/ test and click **Start Test**. If the test is not currently being administered and **Resume Test** does not appear, contact the MSAA Service Center to unlock your student's test.	
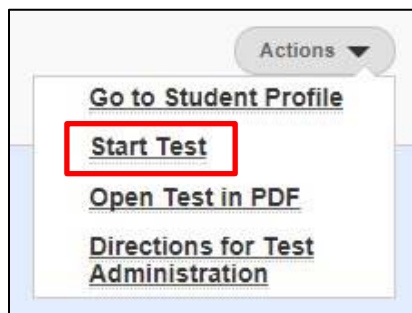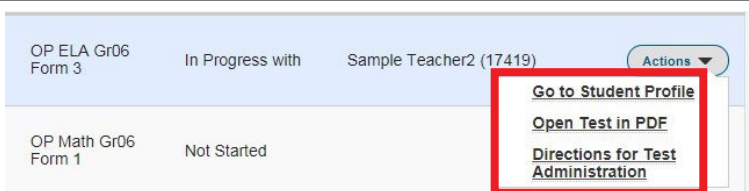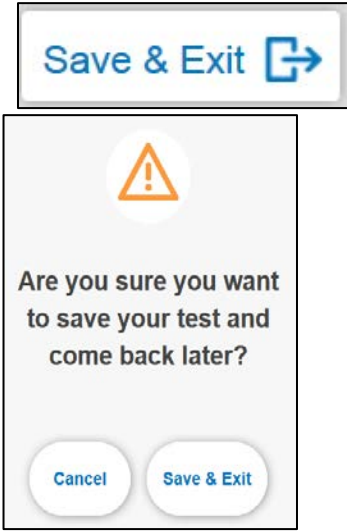
Resume Test • Click on **Actions**. • Select **Resume Test**. This option is available if the test was saved/exited but not submitted after being started. The test status will be "Paused by." The test may be resumed at any point during the test window.	Go to Student Profile **Resume Test** Open Test in PDF Directions for Test Administration

How to Pause and Resume a Test

To pause a test, click **Save & Exit** in the navigation toolbar. A prompt will ask you to confirm you want to save and exit the test.	Save & Exit ⏻ ⚠️ Are you sure you want to save your test and come back later? Cancel Save & Exit
When you click **Resume Test**, the test will resume at the item you exited from. Contact the MSAA Service Center if the **Resume Test** option is not available.	Actions ▼ Go to Student Profile **Resume Test** Open Test in PDF Directions for Test Administration

Constructed-Response (CR) Items

When presented with CR items, you must indicate in the System whether the student did or did not provide the correct answer, based on the scoring rubric in the DTA.

This is an example of the answer responses for a CR item. Click anywhere in the tile or in the selection button of the applicable response.	○ The student provided the correct answer. ○ The student did not provide the correct answer.

How to Administer the Writing Prompt

The writing prompt requires students to produce a permanent product in response to a writing prompt. The writing prompt is presented in a standardized, scripted sequence of steps. **The student or TA must record the response to the prompt using the response templates that are in the System or the printed final response template that is provided in the DTA. It is not necessary to include idea cards, drafts, communication boards/devices, etc.**

Note: Students may enter their writing product into the response template in the System. If the student has the Scribe Accommodation, then the scribe may type the student writing product into the System.

Writing: Capture and Upload Writing Evidence

There are three ways to capture student evidence for the writing prompt and upload it into the System:
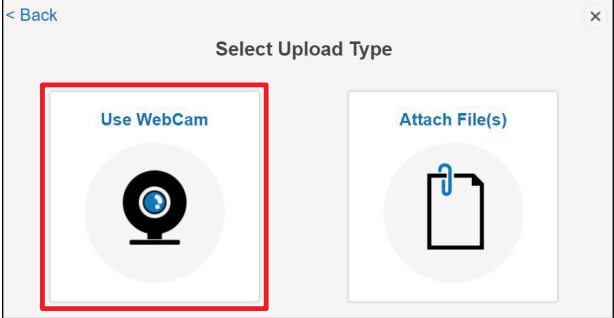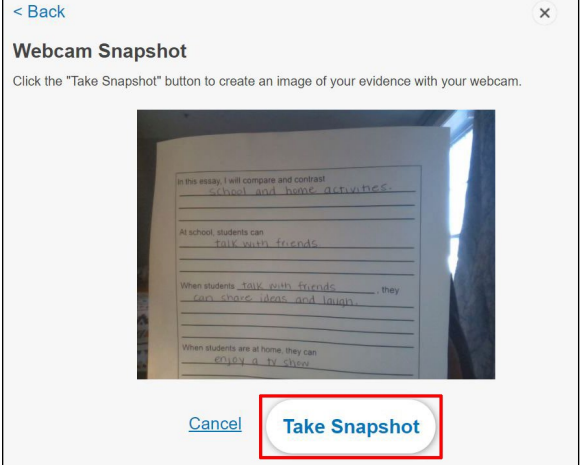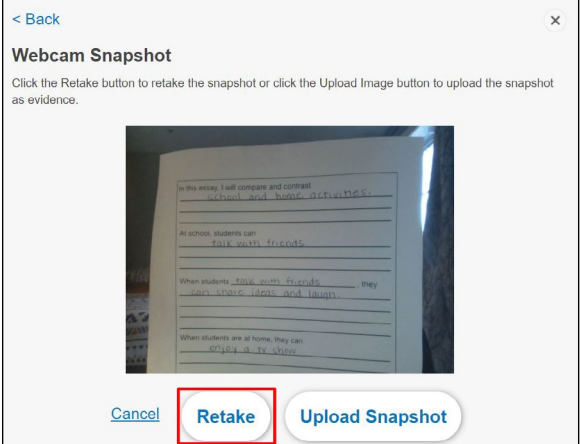
- Type responses directly into the System without uploading evidence separately.
- Use the computer webcam to capture an image of the evidence.
- Scan the evidence and upload the file as an attachment.

When to Capture and Upload Student Evidence

The **Upload Evidence** button will become available in the writing item toolbar for the upload of student evidence. Writing evidence for students using the paper accommodation will be uploaded for the writing prompt only. Please note, for scoring purposes, only four simultaneous uploads are possible. Only the final writing prompt response needs to be uploaded (please see The Writing Prompt TA training module for additional details).

It is important to upload the evidence before the session is submitted. Once the session is submitted, you cannot go back to that item to upload evidence.

Capture Evidence Using Webcam

When you are administering the writing item, the **Upload Evidence** button will become available. Click on this button to begin the evidence upload process. Click on **Add Evidence**.	
Select **Use WebCam**.	
The screen will provide a window that will display the student's work that you place in front of your computer's webcam. Position the camera or document in a way in which the evidence can be clearly seen and no images of people are included in the snapshot. When ready, click **Take Snapshot**.	
The screen will display the "photo" of the evidence. If you are not satisfied with the captured image, click **Retake** and repeat the process. **Note:** Do not include the student or the TA in the picture, drafts, or pictures of communication boards/devices.	

If the image is acceptable, click **Upload Snapshot**. A confirmation message will appear if the file was uploaded successfully. Click **OK**.	✓ You have successfully uploaded your webcam snapshot. Click OK to return to the main Evidence Upload screen or you can take another snap shot. **Take Another Snapshot** **OK**
You will be returned to the **Evidence Upload** screen, and the multiple student files you uploaded will now be listed under **Uploaded Evidence**. Uploaded files can be reviewed by clicking on the arrow by the respective file name, then clicking the **View full image** link. Uploads can also be deleted as needed by clicking on the **Delete** link. **Note:** This Evidence Upload modal will also have a reminder stating "Do not upload files containing personally identifiable information of students."	**Evidence Upload** ✕ Click "Add Evidence" to select and upload files. Review the images in the "Uploaded Evidence" box below. ⚠ Do not upload files containing personally identifiable information of students. **2 files uploaded** + Add Evidence **Uploaded Evidence** ▼ webcam.jpg Delete uploaded: 09-26-2023 21:00:00 View full image ▼ webcam.jpg Delete uploaded: 09-26-2023 21:05:00
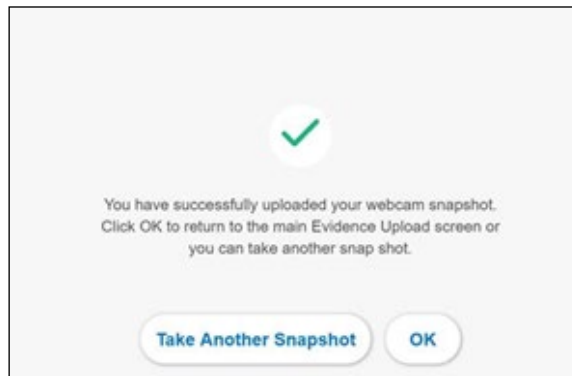
After evidence has been uploaded, close out of the **Evidence Upload** screen by clicking the x in the top right corner. Then click **Next** on the navigation toolbar. A modal to **Confirm Evidence Upload** will pop up.

This modal will provide the student's name, test, and a thumbnail of the uploaded evidence with a link to view the full image. This modal allows for a final confirmation that the uploaded evidence is correct for the student. Selecting the box next to the statement "I confirm I have uploaded correct evidence that does not include any personally identifiable information for this student" is required in order for the **Confirm** button to be enabled and modal to be closed.

If the uploaded evidence is incorrect for the displayed student and/or test, select **Cancel** to exit the modal, then go back into the **Evidence Upload** modal to delete and re-upload the correct evidence.

Confirm Evidence Upload

Student:
John Smith

Test:
OP ELA Gr06

Uploaded Evidence (2 files)

▼ webcam.jpg   Delete
uploaded: 09-26-2023 21:00:00

View full image

▼ webcam.jpg   Delete
uploaded: 09-26-2023 21:05:00

☐ I confirm I have uploaded correct evidence that does not include any personally identifiable information for this student.

Confirm   Cancel

How to Capture Evidence If You Don't Have a Webcam
1. If the computer you are using does not have a webcam to use for capturing evidence, you will need to upload evidence files from your computer.
2. When the student completes the writing product, pause the test (use **Save & Exit**) while the item is displayed on the screen.
3. Capture the evidence/student work using a scanner or camera. Please note the following:
    *   Some large-scale printers have built-in scanning functionality.
    *   A school-issued camera may be able to provide an image in the appropriate file type.
    *   The only acceptable evidence file formats are **JPG** and **JPEG**.

    Note: PDF and **PNG** files will **not** be successfully uploaded.

4. Save the files to the computer where you will resume the student test.
    *   Two possible ways to save the files to a specific computer are by emailing the files to yourself and logging in from that computer to download the emailed files, or by saving the files on a shared server space that you are able to access from any workstation.

    Note: The final writing product that you upload **should not** contain any identifying student information, including the student's face or name.

How to Capture Evidence from a Computer

Save PDF files as JPG or JPEG.	
PDF files will be rejected by the System. PDF files will need to be converted to JPG or JPEG before they can be uploaded. If your scanner saves images as a PDF file by default, you **must** open the PDF, click **Save As**, and select one of these formats—JPG or JPEG—from the **Save as type** field. Once the document is saved in an accepted format, upload the evidence following the steps above.	
When you are administering the writing items, the **Upload Evidence** button will become available. Click on this button to begin the evidence upload process. Click on **Add Evidence**.	
A pop-up window provides you with two options to capture evidence. Select **Attach File(s)** for scanned documents.	
A file upload prompt will appear. Click **Choose file(s)** or drag and drop evidence files into the **Upload File(s)** prompt.	
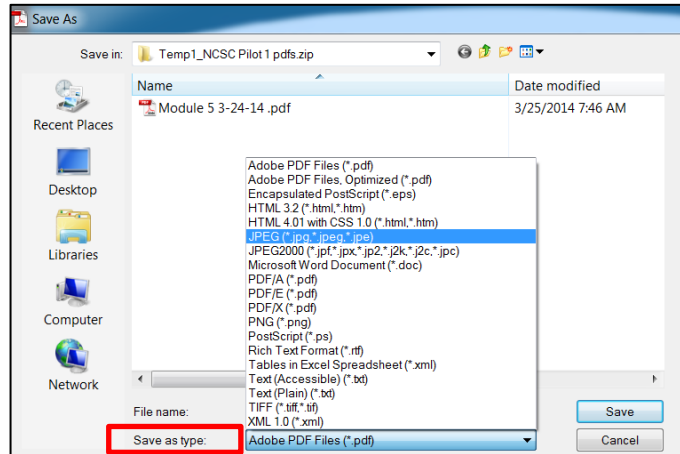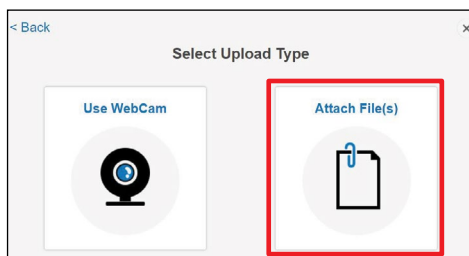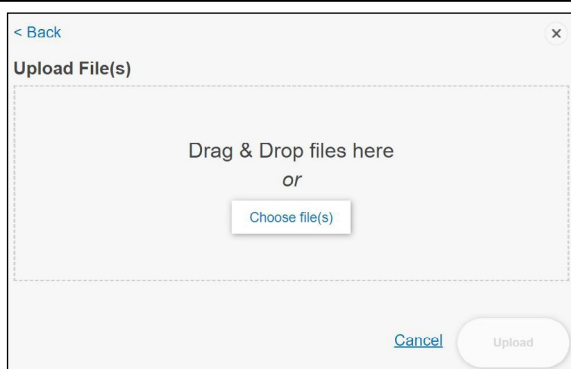
Select the file(s) that contain the scanned image, and click **Open**.
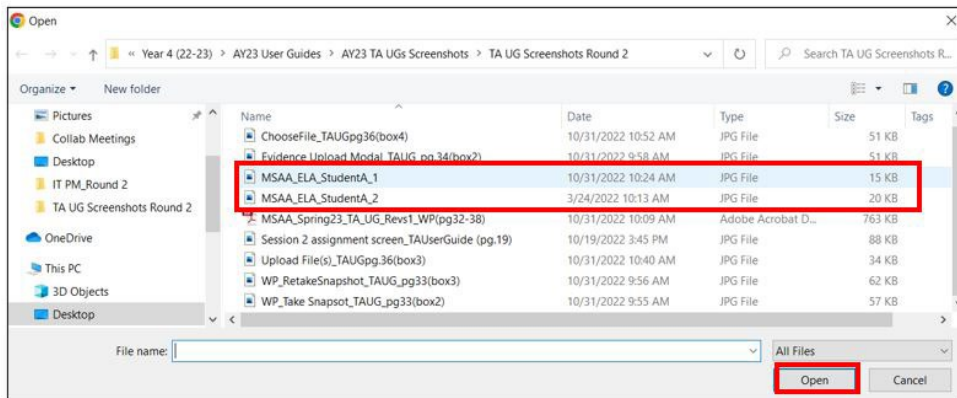
The file names will display in the upload prompt and can be viewed by clicking the file name. Click **Upload** when you are ready.

The System will provide you with a confirmation of successful upload. Click **OK**.
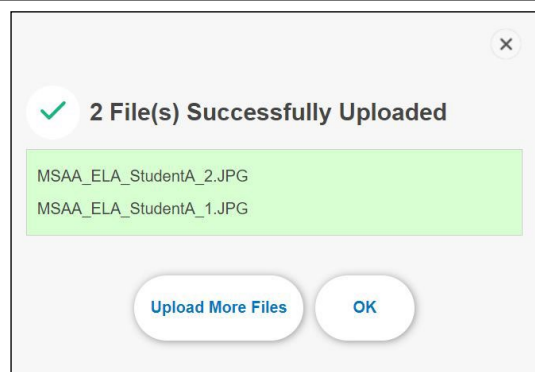
You will return to the **Evidence Upload** screen, and the files you uploaded will now be listed under **Uploaded Evidence**. These files can be reviewed, replaced, or deleted.

Evidence Upload ✕

Click "Add Evidence" to select and upload files. Review the images in the "Uploaded Evidence" box below.

⚠️ Do not upload files containing personally identifiable information of students.

2 files uploaded   **+ Add Evidence**

Uploaded Evidence

▼ webcam.jpg   Delete
uploaded: 09-26-2023 21:00:00

View full image

▼ webcam.jpg   Delete
uploaded: 09-26-2023 21:05:00

After evidence has been uploaded, close out of the **Evidence Upload** screen by clicking the x in the top right corner. Then click **Next** on the navigation toolbar. A modal to **Confirm Evidence Upload** will pop up.

This modal will provide the student's name, test, and a thumbnail of the uploaded evidence with a link to view the full image. This modal allows for a fina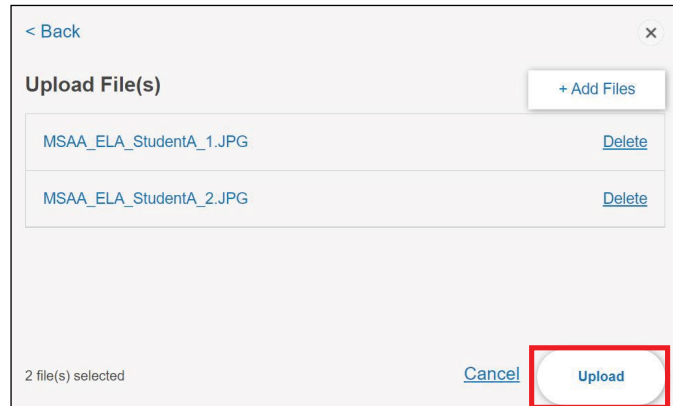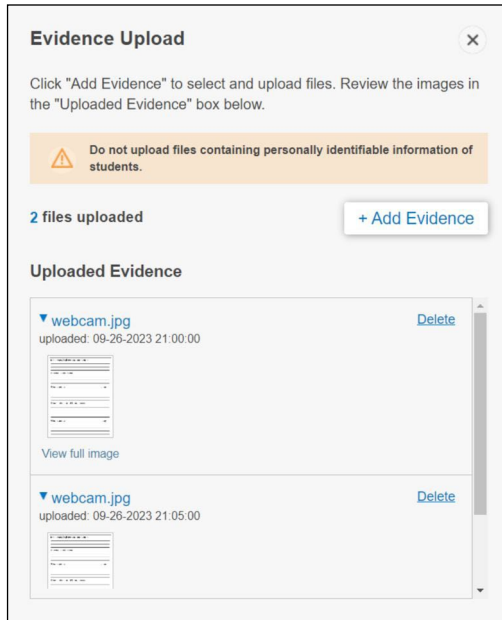l confirmation that the uploaded evidence is correct for the student. Selecting the box next to the statement "I confirm I have uploaded correct evidence that does not include any personally identifiable information for this student" is required in order for the **Confirm** button to be enabled and modal to be closed.

If the uploaded evidence is incorrect for the displayed student and/or test, select **Cancel** to exit the modal, then go back into the **Evidence Upload** modal to delete and re-upload the correct evidence.

Confirm Evidence Upload

Student:
John Smith

Test:
OP ELA Gr06

Uploaded Evidence (2 files)

▼ webcam.jpg   Delete
uploaded: 09-26-2023 21:00:00

View full image

▼ webcam.jpg   Delete
uploaded: 09-26-2023 21:05:00

☐ I confirm I have uploaded correct evidence that does not include any personally identifiable information for this student.

Confirm   **Cancel**

Writing Prompt Evidence Reminder
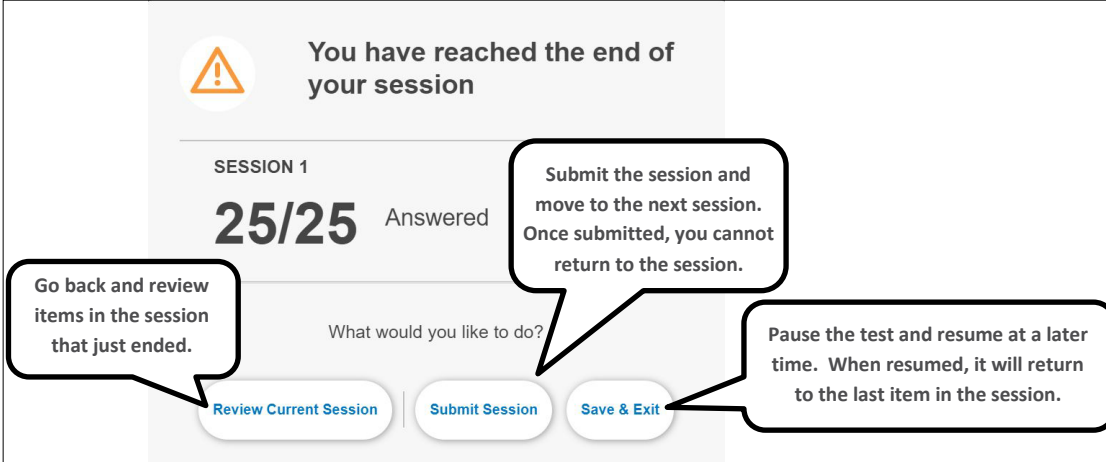
The System has a reminder on the writing item that displays only if the user has not uploaded evidence.

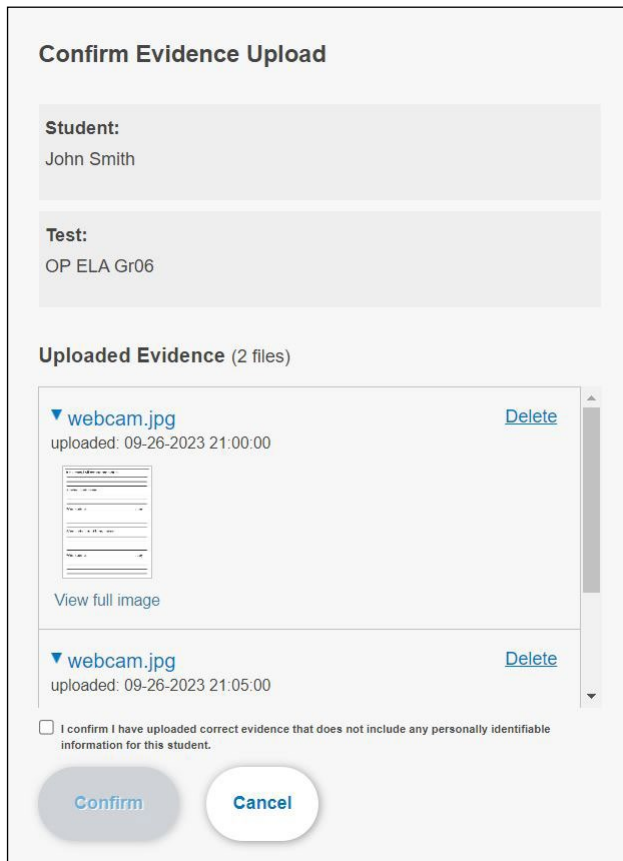|	
The user can view the evidence uploaded in the navigation bar. If no evidence has been uploaded, a zero will display in the parentheses.	⬆ (0) Upload Evidence
If no evidence has been uploaded, when the user clicks **Next**, a prompt will display, asking the user, "Do you need to upload evidence?"	⚠ Do you need to upload evidence? Yes No
If the user selects **Yes**, the user will be taken directly to the **Evidence Upload** modal.	**Evidence Upload** ✕ Click "Add Evidence" to select and upload files. Review the images in the "Uploaded Evidence" box below. 0 files uploaded + Add Evidence Uploaded Evidence Select & Upload files by clicking the Add Evidence button.
If the user selects **No**, because the writing response was typed, the user will be taken to the end-of-test screen. The user can click **Previous** to return to the last item and update evidence if needed, or the user can click **Next** to follow prompts to submit the test.	You have completed the test. Please click NEXT and follow the prompts to submit the test. ← Previous Next → ☰ Items

What to Do at the End of a Session

Each test has two sessions, regardless of content area. You will know when you are nearing the end of the session by reading the **Item Count** text to the left of the **Previous** and **Next** buttons.

For ELA and mathematics, when you click **Next** while on the last question in Session 1, a prompt will appear to notify that "**You have reached the end of your session**." From here, you need to select one of the three options for what to do next: **Review Current Session**, **Submit Session**, or **Save & Exit**. Before submitting the writing prompt, be sure that the student response has been entered into the System or the student evidence has been uploaded.

Should you choose to proceed with the test by clicking **Submit Session**, you will be asked to confirm that you wish to submit the session for scoring.

If you have made an error by selecting this option, click **Cancel** to return to the session that just ended.
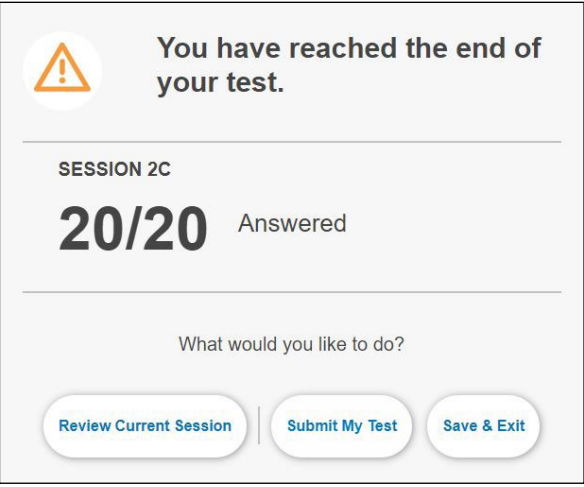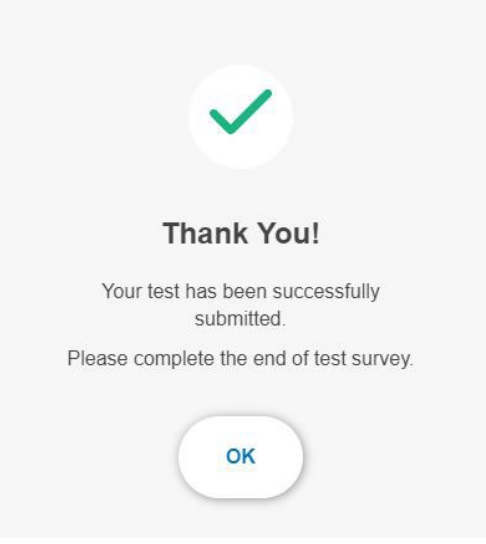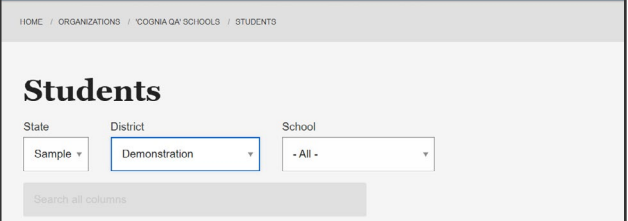
How to Submit a Test

When you have reached the end-of-session page for the **last** session in the test, you have three options: 1. **Review Current Session** will allow you to go back and review items in the session. 2. **Submit My Test** will complete the session and submit the entire test for scoring. 3. **Save & Exit** allows you to pause the test and resume at a later time. If you and the student are ready to complete and submit the test for scoring, click **Submit My Test** and complete the subsequent confirmation modal.	⚠️ **You have reached the end of your test.** SESSION 2C **20/20** Answered What would you like to do? [Review Current Session] | [Submit My Test] [Save & Exit]
You will receive a Thank You! message confirming the test has successfully been submitted and directing you to complete the end-of-test survey. Click **OK**. **Note:** If you or a student accidentally closes your browser before you submit the test, you will need to have the test unlocked. Once unlocked, you can navigate back to the submit page by resuming the test from the **Students** page.	✓ **Thank You!** Your test has been successfully submitted. Please complete the end of test survey. [OK]
The student's test has now been submitted, and you will be returned to the **Students** page. The test is now considered complete.	HOME / ORGANIZATIONS / 'COGNIA QA' SCHOOLS / STUDENTS **Students** State · District · School Sample ▾ · Demonstration ▾ · - All - ▾ Search all columns

When to Submit a Test

When a test is complete, it is critical that TAs **submit** the test. Once a test is submitted:

- The test status will change from **In Progress** to **Submitted** on the **Students** page, indicating that student responses have been received.
- The **End of Test Survey** link in the Actions drop-down menu will be enabled for the end-of-test survey.
- All tests must be submitted by April 24, 2026, at 8:00 pm.
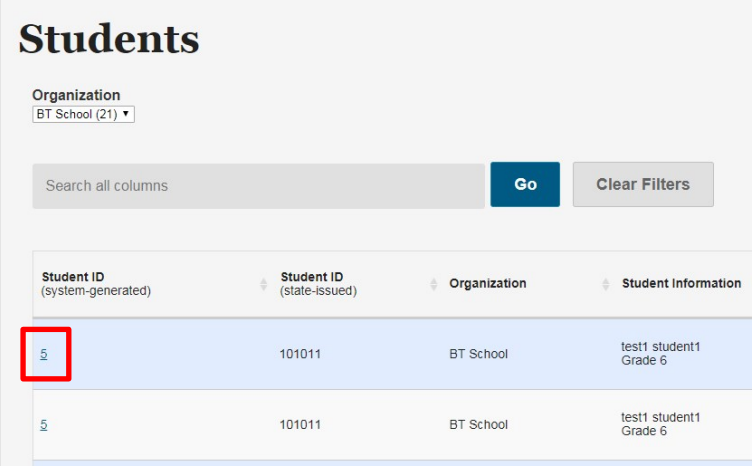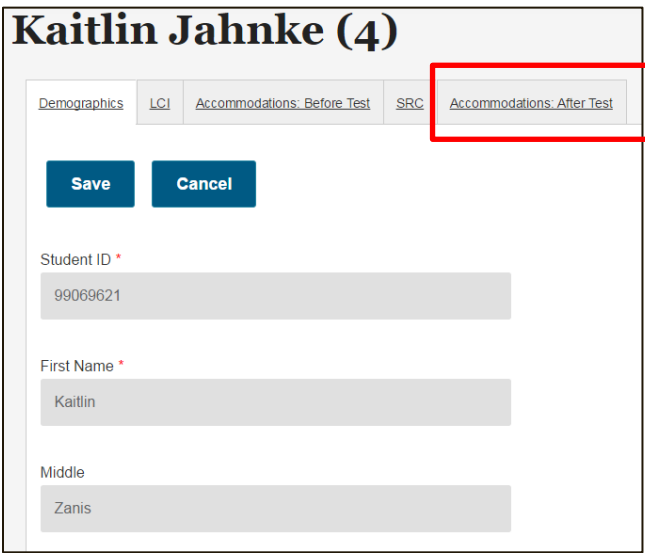
How and When to Apply Early Stopping Rule (Close a Test)

Only TCs may apply the ESR and close tests based on the results of the SRC. Refer to pages 15–16 of this guide, or review Appendix E in the TAM, for specific instructions on when and how to administer the SRC.
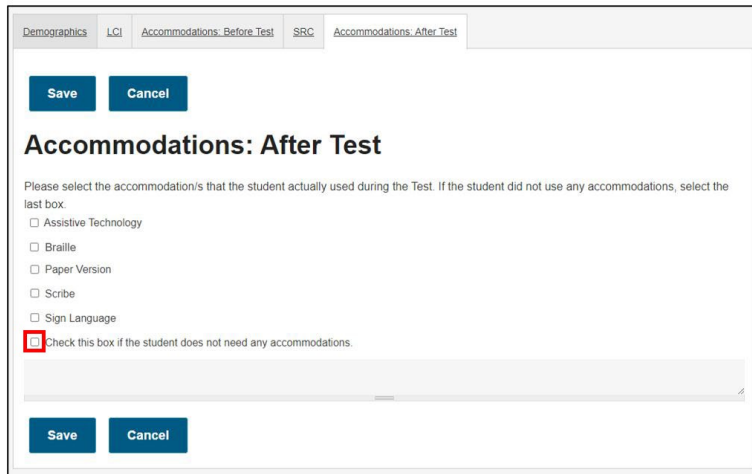
After Testing

Complete the Accommodations: After Test Tab

Once you have administered and submitted or closed the student's test, return to the student profile to record the accommodations that the student used during the test.

From the **Students** page, find the student in the list and click on their Student ID number.	
Click on the **Accommodations: After Test** tab.	

Select the accommodations that the student used during the test. Select the last option if the student did not use any accommodations during testing.
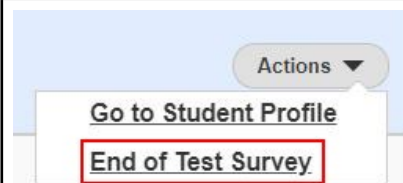
Click **Save**. The System will display a confirmation about the update at the top of the page.	

End-of-Test Survey

After test administration has been completed for all your students, complete the End-of-Test Survey. Each TA will complete the survey one time only.

On the **Students** page, when the test status for all tests are either "Submitted" or "Early Stopping Rule," click on **Actions** and select **End of Test Survey**.	

Disposing of Secure Test Materials

Materials ordered from Cognia will not be returned to Cognia. All printed or shipped secure materials (including test booklets) must be securely shredded on-site in all states. Likewise, all secure electronic materials must be permanently deleted. Remember that you must enter all student paper responses into the online test.

Appendices

Appendix A: Accessibility Features and Assistive Technology Compatibility

Accessibility Features

The following lists of accessibility features 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.

Accessibility Features: Computer, Laptop, or Tablet Administration	
Allowed Reading	The TA may read the directions, answer options, or passages 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.
Alternate Color Theme Tool	The student or TA can change the on-screen background color and/or text color based on need or preference. There are several options: • white background with black text • cream background with black text • light blue background with black text • light magenta background with black text • black background with white text • dark blue background with light blue text
Alternative Text	Alternative text includes descriptive statements for graphics (e.g., data tables, charts, graphs, and timelines) that may need to be described verbally for the student to understand an item. **Note:** *Alternative text can be read by the embedded Audio Player or the TA. If you select "Low vision" or "No functional use of vision . . ." in the student's LCI, the audio player embedded in the MSAA Online Assessment System will adjust to include audio files that describe the visual elements of each test item and are available to use. If the TA will read the alternative text, it is included in the DTA and should be read as indicated.*
Answer Masking Tool	The embedded Answer Masking tool allows students and TAs to electronically cover and reveal individual answer options as needed.
Audio Player Tool	The embedded Audio Player reads each line automatically and can be paused, resumed, and made to repeat segments as needed. **Note:** *If a student responds better to a human voice, verbally administer the items adhering to the language in the DTA rather than using the audio player feature.*
Increase Volume	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.
Line Reader Tool	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.

Manipulatives for Mathematics	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, but are not limited to, the following: 1. Ruler, thermometer, clock, abacus, talking calculator, raised line graph/grid paper, tiles, and blocks. 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.
Object Replacement	An object or part of an object may be used to represent a person, a place, an object, or an 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 regularly by the student. Please review the MSAA vocabulary lists (Appendix D of the TAM) 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.
Tactile Graphics	Tactile graphics are raised versions of print graphics that are adapted for the sense of touch (*Guidelines and Standards for Tactile Graphics*, 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. Tactile graphics may be used during the test if they are already used regularly by the student. Review the MSAA vocabulary lists (Appendix D of the TAM) 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.
Tactile Symbols	Tactile symbols are concrete representations of objects or concepts developed for individuals with a visual impairment 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 regularly by the student. Review the MSAA vocabulary lists (Appendix D of the TAM) 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.
Transcribe	Transcribing is the process of transferring a student's response into the MSAA Online Assessment System. The transcription entered into the MSAA Online Assessment 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.
Zoom	The embedded Zoom tool increases and decreases the size of the whole item. Once selected, use the + button to increase the size of text and graphics. Use the – button to reduce the size of text and graphics in order to view more item information on one page.

Accessibility Features: Paper Administration	
Allowed Reading	The TA may read the directions, answer options, or passages 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.
Alternate Color Themes	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.
Alternative Text	Alternative text includes descriptive statements for graphics (e.g., data tables, charts, graphs, and timelines) that may need to be described verbally for the student to understand. **Note:** *Alternative text is included in the DTA and should be read aloud by the TA as needed.*
Answer Masking	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.
Increase/Decrease Size of Text and Graphics	Paper versions of the test can be projected by document projection devices or interactive white boards as needed by the student.
Increase Volume	TAs can adjust the volume of their voice as necessary.
Line Reader	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.
Magnification	Any handheld magnification device normally used by the student is acceptable.
Manipulatives for Mathematics	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, but are not limited to, the following: 1. Ruler, thermometer, clock, abacus, talking calculator, raised line graph/grid paper, tiles, and blocks. 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.

	Accessibility Features: Paper Administration (Cont.)
Object Replacement	An object or part of an object may be used to represent a person, a place, an object, or an 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 regularly by the student. Please review the MSAA vocabulary lists (Appendix D of the TAM) 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.
Tactile Graphics	Tactile graphics are raised versions of print graphics that are adapted for the sense of touch (*Guidelines and Standards for Tactile Graphics*, 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. Tactile graphics may be used during the test if they are already used regularly by the student. Review the MSAA vocabulary lists (Appendix D of the TAM) 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.
Tactile Symbols	Tactile symbols are concrete representations of objects or concepts developed for individuals with a visual impairment 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 regularly by the student. Review the MSAA vocabulary lists (Appendix D of the TAM) 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.
Transcribe	Transcribing is the process of transferring a student's response into the MSAA Online Assessment System. The transcription entered into the MSAA Online Assessment 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.

Assistive Technology (AT) Compatibility

The System supports a variety of AT devices. In general, the following AT types are expected to be compatible with the System:*

a. **Text-to-speech**

   The System supports text-to-speech devices. The text-to-speech devices should be tested with the sample items prior to administering the test to students.

b. **Alternate keyboards**

   In general, alternate keyboards should be compatible as a basic USB keyboard. The keyboards should be tested with the sample items prior to administering the test to students.

c. **Switch-based navigation and answer selection**

   Switch-based navigation systems have been tested and should be compatible with the System. Please test the device using the sample items prior to administering the test to students.

d. **Eye gaze**

   Eye gaze devices should be compatible with the System, and some devices have been tested to ensure compatibility.

*Refreshable braille display is not supported by the System.

Keyboard-Only Navigation Shortcuts

Keyboard Navigation Reference	PC Shortcut Key	Mac Shortcut Key
Help	CTRL + ?	CTRL + ?
Next	CTRL + Right Arrow	CTRL + >
Previous	CTRL + Left Arrow	CTRL + <
Scroll Down	CTRL + Down Arrow	CTRL + Option + Down Arrow
Scroll Up	CTRL + Up Arrow	CTRL + Option + Up Arrow
Select Answer	Number Keys (1–10)	Number Keys (1–10)
Zoom In	CTRL + Plus Key (+)	
Zoom Out	CTRL + Minus Key (-)	

Writing Evidence Shortcuts	PC Shortcut Key	Mac Shortcut Key
Attach File	CTRL + ALT + A	CTRL + A
Choose File/Browse	CTRL + ALT + C	CTRL + C
Close Overlay/Pop-Ups	CTRL + ALT + X	CTRL + X
Description Box	CTRL + ALT + D	CTRL + D
File Attachment	CTRL + ALT + F	CTRL + F
Open & Close Accessibility Menu	CTRL + ALT + O	CTRL + O
Open Question Listing	CTRL + ALT + L	CTRL + L
Retake Snapshot	CTRL + ALT + R	CTRL + R
Review Session/Next Pop-Up	CTRL + ALT + N	CTRL + N
Take Snapshot	CTRL + ALT + T	CTRL + T
Upload Evidence	CTRL + ALT + U	CTRL + U
Web Camera	CTRL + ALT + W	CTRL + W

Appendix B: Technology Requirements

Devices

Desktop computers, laptops, tablets, and other devices can be used to administer the test. The following devices are supported when used with the browsers listed in the **Browser** section below.

- a. Windows computer
- b. Mac computer
- c. Chromebook
- d. iPad 2 or newer
- e. Android tablet
- f. Windows tablet

Operating System

The supported operating systems for each device are listed below. Use the latest version of the supported browsers to access the test successfully.

Device	Version
Windows computer	Windows 10 (v22H2) or newer
Mac (Apple OS X) computer	MacOS 14.8 or newer
Chromebook	Chrome OS 135+
Linux	Ubuntu 20.04+, Fedora 42 or newer
iPad	iPadOS 15.8.5+
Android tablet	Android OS 13+
Windows tablet	Windows 10 (v22H2) or newer

Browser

You will access the test and test materials using a browser installed on your laptop, computer, or tablet. It is important that you have the latest version of at least one of the browsers listed below for the smoothest administration of the test.

To check the browser and version you are using, go to the Google site www.whatsmybrowser.org, and it will automatically provide that information. You can also upgrade your browser to the latest version from this site for free. If you experience problems with loading the test, log out, then log in with a different browser. Below are the supported browser versions.

Browser	Version	To Install
Chrome	135+	www.google.com/chrome
Firefox	140+	www.mozilla.com
Edge	131+	Already installed on all Windows computers
Safari	17.x+, 18.x+	Already installed on all Mac computers

Appendix C: Test Administrator Checklist

Before Test Administration	TAM Pg.	✓Done
1. **Ensure that the 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.** *Use the website/email links on page 1 of the TAM (State MSAA Coordinators) for state-specific policy information.*	1	
3. **Activate TA account.** *TAs receive an auto-generated login username and password from noreply@cognia.org. Open a web browser and enter the TA's email address, enter the password provided, and click* **Log in**. *Refer to the section "How to Access the MSAA Online Assessment System" on page 4 of this document for directions on how to activate your TA account.*	N/A	
4. **Consult district/school technology personnel (and the MSAA Service Center as needed) to:** • *Ensure that the MSAA Online Assessment System is accessible and functioning on the computer or device that assigned students are using for testing.* • *Troubleshoot technology issues.* *Refer to Appendix B (Technology Requirements) on page 51 of this document for specific information on supported browsers and operating systems.*	3	
5. **Complete MSAA Test Administration Training (and pass the final quiz with at least 80%).**	9	

☐ MSAA Overview	☐ Navigating the MSAA Online Assessment System	☐ Test Administrator and Test Coordinator Responsibilities	☐ The Writing Prompt	☐ Accessibility Features and Accommodations	☐ Student Response Check and Early Stopping Rule	☐ Refresher Training (if applicable)	☐ Science module *(AS, AZ, BIE, CNMI, GU, ME, USVI & VT only)*

	TAM Pg.	✓Done
6. **Review state-specific policy links and contact information.**	1	
7. **Download the DTA and any other documents needed for administration.**	6	
8. **Review and prepare test materials.** • *Check IEP for accommodations.* • *Create tactile graphics/object replacements.* • *Upload vocabulary into AAC/AT devices.* • *Ensure accessibility features function properly. Access sample items online at www.msaaassessment.org/sample-items.*	22, 24–29, 38–42	
9. **Confirm the student demographic information and complete the following forms:** • ***Learner Characteristics Inventory (LCI)**** • ***Accommodations: Before Test**** • ***Student Response Check (SRC)**** *These tabs are located in the student's profile area in the MSAA Online Assessment System. Refer to the section "Before Testing" on page 10 of this document for more information.*	6, 8, 29, 43–45	
10. **Create a comfortable and secure testing environment.** *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.* ***The test may be administered over multiple days but must be completed by 8:00 pm ET on April 24, 2026.*** *Refer to the section "Administer and Navigate the Test" on* page 20 *of this document 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* underlined variation *of speed to emphasize words in ways that provide hints to the correct or incorrect responses.*	25	
16. Report security violations and test irregularities to your TC. *All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC. For information about your state's respective security agreements, use the website/ email links on page 1 of the TAM (State MSAA Coordinators) for state-specific policy information.*	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. For information about your state's respective security agreements, use the website/ email links on page 1 of the TAM (State MSAA Coordinators) for state-specific policy information.*	1, 30	
18. Ensure that all tests have been submitted and/or the Early Stopping Rule has been applied by your TC by 8:00 pm ET on April 24, 2026. *Refer to the section "Administer and Navigate the Test" on page 20 of this document for specific directions.*	2	
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 "After Testing" on page 42 of this document for specific directions.*	N/A	
20. Complete the *End-of-Test Survey (EOTS).* *The EOTS 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 EOTS. To launch the EOTS, use the **Actions** drop-down menu, next to one of the students listed on the **Students** page, and select **End of Test Survey**. Refer to the section "After Testing" on page 42 of this document 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 for secure shredding.	30	

For questions or assistance, contact your TC or the MSAA Service Center (page 3 of the TAM).