

Alternate Assessment Timeline

| Timeline | Maine Department of Education Action | SAU Action | Deadline for Completion |
|--------------------|---|--|-------------------------|
| 7/15/24 - 9/6/24 | Online reporting window for 2024 MSAA and MSAA Science. Maine DOE will send an email to all Special Education Directors and MSAA Coordinators from Spring 2025 with instructions how to download reports. | Test Coordinators (TCs) download district, school and student level reports from the MSAA System. Share student reports with families. | 9/6/24 |
| Beginning 9/1/2024 | <u>All Special Education Directors</u> Communicate with local data manager, administrative assistant or appropriate colleague to confirm that all students who are eligible for alternate assessment participation via the IEP have been accurately flagged in Synergy State Edition. This will ensure they are not incorrectly added to the assessment platform for Maine Through Year | | As soon as possible! |
| 9/19/24 3-4pm | 1% - Overview of Maine's Alternate Assessments (AA-AAAS) Webinar | Registration Link See description below for more information. | 9/19/24 |
| 9/23/24 3-4pm | MSAA: Practical Applications and Intended Uses of Data for SPPSs | Registration Link See description below for more information. | 9/23/24 |
| 9/26/24 3-4pm | MSAA: Practical Applications and Intended Uses of Data for Teachers | Registration Link See description below for more information. | 9/26/24 |
| 10/10/24 3-4pm | MSAA: 1% Action Plan Training Webinar | Registration Link See description below for more information. | 10/10/24 |
| 10/21/24 | Maine SAUs which exceeded the 1% cap on alternate assessment participation in Spring 2024 will receive action plan template from Maine DOE. | Complete the plan template. Incorporate any action steps or feedback into future planning for local training. | 12/6/24 |
| 11/7/24 3-4pm | MSAA Training for SPPS Alternate Assessment Test Coordinators (TCs) | Registration Link See description below for more information. | 11/7/24 |
| 11/14/24 3-4pm | MSAA Training for SPPS Alternate Assessment Administrators TAs | Registration Link See description below for more information. | 11/14/24 |
| 11/18/24 3-4pm | MSAA Training for Alternate Assessment Test Coordinators (TCs) | Registration Link See description below for more information. | 11/18/24 |
| 1/6/25 | Maine DOE shares Alternate Assessment Test Coordinator (TC) Survey with Special Education Directors. | Please complete this 1 minute survey to identify who will be serving as the MSAA Test Coordinator for your SAU in Spring 2025. | 1/31/25 |
| 1/13/24 3-4pm | MSAA Training for Alternate Assessment Test Administrators (TAs) | Registration Link See description below for more information. | 1/13/24 |

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| 2/18/25 | MSAA System goes live for Spring 2025. Maine DOE will create the SAU TC accounts within the MSAA Platform. | TCs (from the completed survey, see the first row above) will receive emails from the MSAA System with initial login instructions. TCs can create Test Administrator (TA) accounts beginning 2/18/25. Information about creating TA accounts can be found in the Test Coordinator User Guide. | |
| 2/18/25 | MSAA Training Modules for TCs and TAs available in the MSAA System. | All TCs and TAs must complete the required training modules, including the end of series quiz with a qualifying score of 80% or higher. TCs who are also serving as TAs <u>do not need to complete both</u> the TA and TC training module series. These TCs should complete the following: <ul style="list-style-type: none"> • All six TC training modules • TA training module #5, “Accessibility and Accommodations” • TA quiz with a qualifying score • MSAA Science module (if administering science) | Prior to 3/10/25 |
| 3/1/25 | Final check by MSAA TC to communicate with local data manager, administrative assistant or appropriate colleague to confirm that all students who are eligible for alternate assessment participation via the IEP have been accurately flagged in Synergy State Edition. If a student is missing from the MSAA Platform, this is most likely because the alternate assessment flag has not been selected in Synergy for SY24-25. | 3/1/25 | |
| 3/10/25 – 4/25/25 | Administration window for the Multi-State Alternate Assessment [MSAA] in ELA/Literacy, Math, and Science. Maine DOE remains available to support SAUs as needed. Mechelle Ganglfinger, Alternate and English Language Proficiency Assessments Coordinator mestelle.ganglfinger@maine.gov Cell: 207.242-4244 Maine DOE MSAA webpage: Multi-State Alternate Assessment (MSAA) Department of Education (maine.gov) | Administration window for the Multi-State Alternate Assessment [MSAA] in ELA/Literacy, Math, and Science. TAs report any assessment irregularities or security issues to the district or school TC. TCs report to the State Assessment Coordinator as may be appropriate. <u>TCs ensure that:</u> <ul style="list-style-type: none"> • A local schedule has been developed • All students have had access to sample/practice items to familiarize with platform and any applicable accessibility features as appropriate • Each student has completed all required assessments • All assessment sessions are submitted by 5pm on 4/25/25. | 4/25/25 |

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| | | <ul style="list-style-type: none"> • A special consideration request has been submitted to DOE in the event a student is unable to participate due to a significant medical emergency | |
| <p>In the event a student is unable to provide an observable response with communicative intent, the Early Stopping Rule may be appropriate after several attempts of the Student Response Check and the administration of at least the first four items of the math or reading session 1 (recommended: both content areas). If the Early Stopping Rule is applied following these steps, <u>all</u> test sessions for the student must be Closed by the TC.</p> <p>For more information about the appropriate application of the Early Stopping Rule, contact Mechelle Ganglfinger, Alternate and English Language Proficiency Assessments Coordinator: mechelle.ganglfinger@maine.gov</p> | | | |
| 7/14/25 - 9/5/25 | <p>Online reporting window for 2025 MSAA and MSAA Science. Maine DOE will send an email to all special education directors and MSAA Coordinators from Spring 2025 with instructions how to download reports.</p> | <p>TCs download district, school and student level reports from the MSAA System.</p> <p>Share student reports with families.</p> | 9/5/25 |

MSAA Professional Learning Schedule for the 24-25 School Year

Several professional learning opportunities related to the MSAA have been developed for the 24-25 school year. Please see descriptions provided below and use the registration link to pre-register for any of these virtual webinars you would like to attend.

1% - Overview of Maine's Alternate Assessments (AA-AAAS)

Thursday, September 19, 2024, 3:00pm-4:00pm

Presentation Description: Participants will gain an understanding of the 1% cap (the why and what for), how to use the Participation Guidelines and guidance for identifying AA-AAA students, and student IEP considerations when making assessment determinations.

Intended Audience: IEP Case Managers, Special Education Teachers, Special Education Administrators, and School Principals

Presenters: Mechelle Ganglfinger, Leora Byras, Jodi Bossio-Smith

[Registration: 1% - Overview of Maine's Alternate Assessments \(AA-AAAS\)](#)

MSAA: Practical Applications and Intended Uses of Data for SPPSs

Monday, September 23, 2024, 3:00pm-4:00pm

Presentation Description: Participants will be provided with an overview around Maine's Alternate Assessments, including what is being measured and how the data can inform instructional planning and conversations with families.

Intended Audience: SPPS Administrators, Teachers, and Related Service Providers

Presenters: Mechelle Ganglfinger, Leora Byras

[Registration Link: MSAA: Practical Applications and Intended Uses of Data for SPPSs](#)

MSAA: Practical Applications and Intended Uses of Data for Teachers

Thursday, September 26, 2024, 3:00pm-4:00pm

Presentation Description: Participants will be provided with an overview around Maine's Alternate Assessments, including what is being measured and how the data can inform instructional planning and conversations with families.

Intended Audience: Special Education Teachers, Regular Education Teachers, IEP Case Managers, School Principals, Special Education Administrators, and Related Service Providers

Presenters: Mechelle Ganglfinger, Leora Byras, Jodi Bossio-Smith

[Registration Link: MSAA: Practical Applications and Intended Uses of Data for Teachers](#)

MSAA: 1% Action Plan Training

Thursday, October 10, 2024, 3:00pm-4:00pm

Presentation Description: Participants will gain understanding of what is ESSA's cap on alternate assessment participation and the 1%, what are the requirements of SAUs that exceed the 1% threshold, what percent of Maine students participate in alternate assessments and the why of an action plan. A discussion on what action planning entails will be provided.

Intended Audience: Special Education Directors, Assistant Special Education Directors, SAU Level Administrators, and School Principals

Presenters: Mechelle Ganglfinger, Leora Byras, Jodi Bossio-Smith

[Registration Link: MSAA: 1% Action Plan Training](#)

MSAA Training for SPPS Alternate Assessment Test Coordinators (TCs)

Monday, November 7, 2024, 3:00pm-4:00pm

Presentation Description: TCs will develop understanding of the various components of the MSAA and MSAA Science, as well as the responsibilities of the Coordinator before, during and after assessment.

Intended Audience: SPPS MSAA Test Coordinators

Presenters: Mechelle Ganglfinger, Leora Byras, Jodi Bossio-Smith

[Registration Link: MSAA Training for SPPS Alternate Assessment TCs](#)

MSAA Training for SPPS Alternate Assessment Administrators TAs

Monday, November 14, 2024, 3:00pm-4:00pm

Presentation Description: TAs will develop understanding of the various components of the MSAA and MSAA Science. TAs will learn the responsibilities of the TA before, during and after assessment. Participants' questions related to administrative tasks and platform features will be addressed.

Intended Audience: SPPS MSAA Test Administrators

Presenters: Mechelle Ganglfinger, Leora Byras, Jodi Bossio-Smith

[Registration Link: MSAA Training for SPPS Alternate Assessment Administrators \(TAs\)](#)

MSAA Training for Alternate Assessment Test Coordinators (TCs)

Monday, November 18, 2024, 3:00pm-4:00pm

Presentation Description: TCs will develop understanding of the various components of the MSAA and MSAA Science and will gain an understanding of the responsibilities of the Coordinator before, during and after assessment.

Intended Audience: MSAA Test Coordinators

Presenters: Mechelle Ganglfinger, Jodi Bossio-Smith

[Registration Link: MSAA Training for Alternate Assessment TCs](#)

MSAA Training for Alternate Assessment Test Administrators (TAs)

Monday, January 13, 2025, 3:00pm-4:00pm

Presentation Description: TAs will develop understanding of the various components of the MSAA and MSAA Science. TAs will learn the responsibilities of the TA before, during and after assessment. Participants' questions related to administrative tasks and platform features will be addressed.

Intended Audience: MSAA Test Administrators

Presenters: Mechelle Ganglfinger, Jodi Bossio-Smith

[Registration Link: MSAA Training for Alternate Assessment TAs](#)