

TO: System Test Coordinators
FROM: Judy Snow, State Assessment Director
RE: MSAA Test Window --Opens March 30, 2016
DATE: March 25, 2016

The MSAA (formerly named NCSC) ELA and Math Alternate Assessment, grades 3-8 and 11, test window opens on March 30, 2016. The following information will help systems prepare for successful administrations.

Link to the MSAA System Writing Constructed Response Items Quick Tips

A Quick Tips document to questions and answers about the writing constructed response is online at the following link:

<http://www.opi.mt.gov/pdf/Assessment/MSAA/16MSAAWritingCRQuickTips.pdf>

Materials Ordering (Braille, Procedures for Students who are Blind, Deaf, or Deaf-Blind)

System Test Coordinators should have received a shipment of Test Administration Manuals (TAMs) in the first week of March. A memo should have also arrived with information and ship codes for ordering test materials for special situations. **The materials that are available for ordering in Montana are only needed for districts who have students who use Braille in grades 3-4 and for students who are blind, deaf, or deaf-blind.** If your district doesn't have any students who meet those criteria then there is nothing to order. The assessment is accessed online, including the paper version (PDF) for students who have that accommodation documented in their IEP.

Test Security Memos

The test security memos for the MSAA test are available on the [OPI website](#) in the test security section for the alternate assessment. There are two memos, one for System Test Coordinators and one for Test Administrators. These need to be signed and kept on file by the System Test Coordinator.

[Test Security Agreement- System Test Coordinators](#)

[Test Security Agreement-Test Administrators](#)

Test Administration Training for TAs Who Completed Training Last Year

Test administrators who have completed the training in a previous year do not need to re-watch all of the training modules; they can review the materials and take the final quiz. In order to do this, each module needs to be checked off as completed. OPI recommends reviewing the end of module quizzes and the Test Administration Manual prior to taking the final quiz.

MSAA Service Center Contact Information:

Phone: 866-834-8879

Email: MSAAServiceCenter@measuredprogress.org

Pre-Assessment Activities Webinar Recording:

<http://connect.opi.mt.gov/p2k5udl4sce/>

To Do List:

- Bookmark** the link to the MSAA System: www.msaaassessment.org.
- Watch the **Test Coordinator training modules** available on the MSAA system under the Test Administration Training section.
- Use the **add user or upload users** function in the **my organizations** tab to add all Test Administrators and School Coordinators to the MSAA system.
- Collect and keep **Test Security Agreements** on file for all Test Administrators and Testing Coordinators in your system.
- Distribute the **Test Administration Manuals** to the Test Administrators in your system.
- Order additional materials** if needed
- Check student roster** in the **My Students** section to ensure that appropriate students are registered and work with special educators and OPI to make updates as needed.
 - OPI completes weekly updates to the MSAA enrollment.
- Work with **Test Administrators** to ensure that they **complete the Test Administration Training**. TAs are required to complete a final quiz with a **minimum of 80%** before they can access their student information or administer the assessment.
- Share the **Writing Quick Tips Memo** with Test Administrators
- Let Test Administrators know that they can access the Directions for Test Administration and can complete **pre-assessment tasks** now.
- Contact Yvonne Field**, 406-444-0748, yfield@mt.gov if you haven't received your log in email from MSAA Service Center or need assistance.