

## 2023 Multi-State Alternate Assessment (MSAA) Administration: Frequently Asked Questions

### Purpose

This document provides answers to questions collected by the AOE from field educators concerning their administration of the 2023 Multi-State Alternate Assessment (MSAA). It will be updated weekly through the opening of the MSAA administration window on March 13, 2023. If you would like to submit a question for possible inclusion in a future iteration of this document, please contact [chris.case@vermont.gov](mailto:chris.case@vermont.gov).

This document was last updated on 2/14/23.

### MSAA Set-Up

Q1: Have the MSAA systems readiness checklists posted already?

A: Yes, the [Test Administrator Checklist](#) and the [Test Coordinator checklist](#) are posted on the VT AOE's [alternate assessment website](#).

Q2: When will Test Coordinators receive log-in information for their MSAA profiles?

A: Test Coordinators will have user accounts created for them by MSAA, and will receive their log-in information on 2/21. The list of Test Coordinators that will receive accounts from MSAA will be delivered by the AOE, and will reflect the Alternate District Test Administrators (ADAs) that were identified by LEAs through the survey that was shared with the field on 2/3, and the District Test Administrators (DAs) who currently have accounts through Cognia for the general assessment. Please see [Memo: New Alternate Assessment Implementation for SY'22-'23](#) for further information on timelines.

Q3: Currently there is one Alternate District Administrator for each LEA. Can there be two Test Coordinator accounts created per LEA to support the administration of the MSAA?

A: Each LEA will have two Test Coordinator accounts: one for their ADA, and one for their DA. The AOE needs LEAs to maintain a dedicated ADA role within their LEA, but is supporting DA's having Test Coordinator access to the MSAA platform in the interest of giving LEAs some flexibility in their coordination of the alternate assessment.

Q4: Will the General District Administrator (DA) also have access to the MSAA platform?

A: DAs will have direct access to the MSAA platform as Test Coordinators, and should receive their profile information from MSAA on 2/13.

### Contact Information:

If you have questions about this document or would like additional information please contact:  
The [Special Education Monitoring Team](#).

Q5: Paraprofessionals also assist our students in taking the test. What steps should they take in getting ready for administration?

A: Test Coordinators should provide paraprofessionals with Test Administrator accounts. Paraprofessionals should complete all the necessary steps within the Test Administrator checklist, including completing the MSAA training modules after 2/27, if they will be assisting any student in taking the test.

## **MSAA Training**

Q1: What trainings will the AOE provide?

A: All training modules for the administration of the MSAA will be delivered through the MSAA site. Modules for Test Administrators and Coordinators will be made available through that site on 2/27. The AOE will be providing supplemental office hours weekly to help educators navigate their MSAA questions and needs.

Q2: How do Test Coordinators and Test Administrators access MSAA training?

A: Test Coordinators and Administrators will access their trainings through the MSAA site. Please see page 10 of the [System User Guide](#) for directions on completing the MSAA training modules.

Q3: Will anyone administering the Alternate Assessment need to complete the General Test Administrator training as well as the Alternate Test Administrator training?

A: Test Administrators for the MSAA will need to complete the six MSAA training modules and the science module, if applicable, even if they have also completed training materials associated with the general assessment. Test Administrators must take the end-of-training final quiz and attain a score of 80% correct or higher to “pass” their training.

Q4: Do you have an estimate on how long the training will take?

A: Approximate total training time is 2.5 hours.

## **Student Enrollment**

Q1: How should LEAs and independent schools represent students that go to out of placement settings within the MSAA platform?

A: The AOE anticipates that independent schools who have students taking the MSAA will be given Test Administrator access by the LEAs that they partner with, and that they should record LCI information for the students that they serve. The AOE will update this answer as more information becomes available.

Q2: Should students at independent schools participate in statewide assessments?

A: Yes, in accordance with the Every Student Succeeds Act and Individuals with Disabilities Education Act. These laws mandate that all students participate in assessments that measure student achievement on grade-level content standards. Determinations about whether students take the general or alternate assessment should be made locally using the state’s Eligibility Criteria.

Q3: When and how do we complete the Learner Characteristics Inventory?

A: Please view page 13 of the [MSAA System User Guide](#) on how to complete the LCI. The Test Administrator should complete the LCI for each of their students. Test administrators can complete the LCI in the [MSAA Portal](#).

## **MSAA Administration**

Q1: How do we access sample test items?

A: Example test items can be accessed on the [Sample Items webpage](#) for MSAA and page 15 of the [Test Administration Manual \(TAM\)](#).

Q2: Is there a human voice on the audio player tool?

A: The embedded Audio Player reads each line automatically and can be paused, resumed, and made to repeat segments as needed. If a student responds better to a human voice, verbally administer the items following the language in the directions for test administration (DTA) rather than using the audio player feature.

Q3: Can we request specialized testing materials with Braille, enlarged printing, etc.

A: MSAA will be able to provide Vermont with specialized testing materials upon request, but they will also need advanced notice, and what they can provide will depend on the time that they have between receiving the request, and the test administration window. To request specialized materials, please contact [ana.russo@vermont.gov](mailto:ana.russo@vermont.gov) with a description of what you will need.