

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 (State MSAA Coordinators) for state-specific policy information.							1	
3. Activate TA account. TAs receive an auto-generated login user name and password from MSAAServiceCenter@cognia.org. Open a web browser and enter TA's email address, enter the password provided, and click "Log In." Refer to the section titled "How to Access the MSAA Online Assessment System" in the MSAA Online Assessment System User Guide for Test Administrators 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: <ul style="list-style-type: none"> Ensure that the online 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, titled "Technology Requirements," in the MSAA Online Assessment System User Guide for Test Administrators for specific information on supported browsers and operating systems.							3	
5. Complete MSAA test administration training:							9	
<input type="checkbox"/> Module 1	<input type="checkbox"/> Module 2	<input type="checkbox"/> Module 3	<input type="checkbox"/> Module 4	<input type="checkbox"/> Module 5	<input type="checkbox"/> Module 6	<input type="checkbox"/> Science module (AZ, BIE, CNMI, GU, ME, USVI, and VT only)		
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.							22 , 24–29 , 38–42	
9. Confirm the student demographic information and complete the following forms: <ul style="list-style-type: none"> 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 titled "Before Testing" in the MSAA Online Assessment System User Guide for Test Administrators 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. <i>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 28, 2023. Refer to the section titled “Administer and Navigate the Test” in the MSAA Online Assessment System User Guide for Test Administrators for specific directions on how to pause, resume, and submit a test.</i>	22–23 , 30	
15.	Repeat items as necessary during administration. <i>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 <u>variation</u> of speed to emphasize words in ways that provide hints as to the correct or incorrect responses.</i>	25	
16.	Report security violations and test irregularities to your TC. <i>All security violations and suspected irregularities must be reported to the TC, according to the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.</i>	1 , 30	
After Test Administration		TAM Pg.	✓ Done
17.	Report all inappropriate test practices, security violations, and suspected irregularities to your TC. <i>All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC, according to the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.</i>	1 , 30	
18.	Ensure that all tests have been submitted and/or closed by your TC by 8:00 pm ET on April 28, 2023. <i>Refer to the section titled “Administer and Navigate the Test” in the MSAA Online Assessment System User Guide for Test Administrators for specific directions.</i>	2 , 10	
19.	Complete the Accommodations: After Test Tab <i>Following the administration of the Test, the TA records in “Accommodations: After Test” the accommodations the student <u>actually used</u> during the Test. Refer to the section titled “After Testing” in the MSAA Online Assessment System User Guide for Test Administrators for specific directions.</i>	N/A	
20.	Complete the End of Test Survey . <i>The EOTS has been developed to learn from the experience of each TA administering the Test. After the TA submits <u>all</u> of the student’s content area tests, the TA completes only <u>one</u> EOTS per the My Student list. Refer to the section titled “After Testing” in the MSAA Online Assessment System User Guide for Test Administrators for specific directions.</i>	2	
21.	Permanently delete all secure testing materials from electronics and AAC devices.	30	
22.	Turn in paper test materials to TC.	30	

For questions or assistance, contact your TC or the MSAA Service Center ([page 1](#)).