



Maryland Specific Multi-State Alternate Assessment (MSAA) Policies



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Topic	State Policy
Testing Window	<p>March 27-May 12, 2017</p> <p>If inclement weather, safety threats, or technology problems affect a district's or specific school's testing schedule, the LAC should contact MSDE to discuss possible modifications to the testing window.</p> <p>FOR LEA 24 SCHOOLS ONLY • Adhere to the Testing Window on the Special Placement Calendar.</p>
Test Coordinator and Administrator Requirements	<p>School Test Coordinators and Test Administrators must be certified education professionals including:</p> <ul style="list-style-type: none"> State-certified academic classroom teachers Other state-certified teachers who teach in Special Education, Gifted and Talented, and EL programs State-certified teachers in physical education, health, dance, art, family and consumer sciences, industrial arts, and technology education State-certified guidance counselors, library media specialists, school psychologists, pupil personnel workers, and school administrators (<i>other than the Principal</i>) <p>Principals cannot serve as School Test Coordinators unless a "Request for a Waiver to the Eligibility Requirements for School Test Coordinator" has been submitted to and approved by MSDE.</p> <p>Paraprofessionals and related service providers not certified by the MSDE are NOT eligible to serve as Test Administrators.</p>

	FOR LEA 24 SCHOOLS ONLY • Academic classroom, Special Education, Gifted and Talented, and EL teachers with conditional state certification or who are awaiting a response on certification from MSDE. State-Certified Social workers are inclusive.
Receive Materials	Test Administration Manuals (TAM) and Directions for Test Administrators (DTA) will be delivered to schools prior to the start of the test window.
State Loads Organizations	Loaded by State
Additional Orders Window—All Materials	The additional order window begins for each local school district when their initial orders arrive in schools and are inventoried. LACs must approve all additional orders placed by schools in their district. Additional orders will not be processed until they are approved. MSDE will require LACs to confirm unusually large additional orders before approval. ALL additional orders will take 5 days from date of approval to arrive in schools.
States Load DTC Users	Loaded by State
Load Organization Participation Data File in	Loaded by State
State, DTC, or STC Load Student Registration Data	Data File loaded by LACs. STCs can complete individual student registrations as needed.
Return Materials	DTAs and Paper Test Materials with a barcode, received by the school, must be boxed and ready for one day UPS pick up on Friday May 19 th , 2017

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Paper Version of Test	<p>The DTAs will be shipped directly to the testing office at each school. Under limited conditions, the test administrator will need to print any paper-test books for students. The MSDE will not provide any paper test books for Year 2.</p> <p>Note: Responses recorded in a paper test book must be transcribed into the online system and then paper books must be retained for 6 years.</p>
Steps for Missing, Damaged and/or Contaminated Materials	<p>Schools call the LAC immediately upon discovering missing, damaged and/or contaminated materials. The LAC contacts the state.</p>
Training for Test Administrators	<p>All test administrators must take the final quiz and pass with minimum score of 80% (the quiz can be taken multiple times if needed). This includes TAs who previously administered the MSAA. Live webinar training will take place approximately one week before the start of the testing window.</p>
Test Security	<p>The School Test Coordinator must call the LAC immediately upon discovering a testing irregularity/ security breach. The LAC determines whether the incident must be reported to MSDE immediately by contacting the State Test Security Officer, or whether the incident can be reported using the Testing Incident Report Form. The School Test Coordinator submits all forms to report a Testing Irregularity or Security Breach to the LAC within two school days. The LAC submits the forms to the state along with the Testing Incident Report Form.</p> <p>The LAC should contact MSDE immediately if a testing disruption occurs that may require a modification of the testing window or threatens a school's ability to complete testing for any students.</p>
Steps for Submitting Security Forms	<p>Anyone administering the MSAA in Maryland must sign the Maryland State Non-Disclosure and Certification of Training forms. Anyone who has access to MSAA secure materials but does not administer the test must sign the Maryland State Non-Disclosure form only.</p> <p>The signed security forms (electronic or paper) must be maintained by the district and/or the school for six years. The LAC may require a copy (either paper or electronic) of each form be submitted to the District office. Individuals may also maintain a copy of these forms for their records.</p> <p>The School Test Coordinator completes forms including copies of sign-in sheets, training dates, and make-up training that indicate all staff involved in the testing has been trained.</p>

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Observation Policies	MSDE will send representatives to schools throughout the state to monitor and observe testing to ensure that standardized testing procedures are being followed. Schools will not be notified in advance of a monitor’s visit. All monitors will follow local procedures for reporting to the school’s main office and signing the school’s visitor log. Monitors will also sign a Maryland State Non-Disclosure Agreement form as requested by the school and provide a copy of a memorandum from the Assistant Superintendent for Curriculum, Assessment, and Accountability giving authorization to monitor testing. LEAs that permit central office personnel to make observations during testing must train personnel involved on proper test security procedures and have all personnel sign a Maryland State Non-Disclosure Agreement.
Home Schooled and Home and Hospital Testing	Maryland Schools will follow the same procedures testing Home Schooled and Home and Hospital students for the MSAA as they do for the other Maryland state testing programs.

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