



**Winter – Spring 2024 Alternate Assessment Timeline**

Timeline	Maine Department of Education Action	SAU Action	Deadline for Completion
1/3/24	Maine DOE shares Alternate Assessment Test Coordinator Survey with Special Education Directors.	<a href="#">Please complete this 1 minute survey to identify who will be serving as the MSAA Test Coordinator for your SAU in Spring 2024.</a>	1/31/24
1/22/24	Maine SAUs which exceeded the 1% cap on alternate assessment participation in Spring 2023 will receive action plan template from Maine DOE.	Complete the plan template. Incorporate any action steps or feedback into future planning for local training.	2/26/24
2/20/24	MSAA System goes live for Spring 2024. Maine DOE will create the SAU Test Coordinator 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 2/20/24. Information about creating TA accounts can be found beginning on p.15 of the <a href="#">Test Coordinator User Guide</a> .	

2/23/24	All students who are identified as alternate assessment participants per the IEP <b>must</b> be accurately flagged in Synergy <u>prior</u> to this date. Students not identified as alternate participants are required to participate in the general assessments (Maine Through Year Assessment).	<b>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.</b>	9/1/23 - 2/23/24
2/26/24	MSAA Training Modules for TCs and TAs will become 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 <b>also</b> serving as TAs <u>do not need to complete both</u> the TA and TC training module series; they can focus on the TC modules. However, they will need to complete the MSAA Science training modules.	Prior to 3/11/24
2/26/24  2:30-4pm	<b>MSAA Test Coordinator Webinar</b> offered virtually to all Alternate Assessment Coordinators.  Goals for the webinar: <ul style="list-style-type: none"> <li>• TCs will develop understanding of the various components of the MSAA and MSAA Science.</li> <li>• TCs will know the responsibilities of the Coordinator before, during and after assessment.</li> </ul>	<p style="text-align: center;"><a href="#">Register for the webinar</a></p> <p>Attend the webinar. Share questions and concerns. Follow up with the DOE 1% Team if further support is needed.</p> <p>This webinar will be recorded.</p>	2/26/24

	<ul style="list-style-type: none"> <li>Walk-through of the MSAA Platform and address participants' questions related to administrative tasks and platform features.</li> </ul>		
<p>3/4/24</p> <p>2:30-4pm</p>	<p><b>MSAA Test Administrator Training Webinar</b> offered virtually to all Test Administrators.</p> <p>Goals for the webinar:</p> <ul style="list-style-type: none"> <li>TAs will develop understanding of the various components of the MSAA and MSAA Science.</li> <li>TAs will know the responsibilities of the TA before, during and after assessment.</li> </ul> <p>Walk-through of the MSAA Platform and address participants' questions related to administrative tasks and platform features.</p>	<p><a href="#">Register for the webinar</a></p> <p>Attend the webinar. Share questions and concerns. Follow up with the DOE 1% Team if further support is needed.</p> <p>This webinar will be recorded.</p>	3/4/24
3/11/24 – 4/26/24	<p>Administration window for the Multi-State Alternate Assessment [MSAA] in ELA/Literacy, Math, and Science.</p> <p>Maine DOE remains available to support SAUs as needed.</p> <p><b>Jodi Bossio-Smith, Director of Assessment</b>  <a href="mailto:Jodi.bossio-smith@maine.gov">Jodi.bossio-smith@maine.gov</a></p>	<p>Administration window for the Multi-State Alternate Assessment [MSAA] in ELA/Literacy, Math, and Science.</p> <p>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.</p> <p>TCs ensure that:</p> <ul style="list-style-type: none"> <li>A local schedule has been developed</li> </ul>	4/28/23

	Cell: 207.530.1462	<ul style="list-style-type: none"> <li>• All students have had access to <a href="#">sample/practice items</a> to familiarize with platform and any applicable accessibility features as appropriate</li> <li>• Each student has completed all required</li> <li>• All assessment sessions are submitted by 5pm on 4/26/24</li> <li>• <a href="#">A special consideration request has been submitted</a> to DOE in the event a student is unable to participate due to a significant medical emergency</li> </ul>	
July-September 2024	Online reporting window for MSAA and MSAA Science. Maine DOE will send an email to all special education directors and MSAA Coordinators from Spring 2023 with instructions how to download reports.	TCs download district, school and student level reports from the MSAA System.  Share student reports with families.	September 2024