



Mississippi Academic Assessment Program-Alternate (MAAP-A)
Fall 2024

Test Coordinator's Manual (TCM)



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MAAP-A Administration

Overview

The MAAP-A is used to evaluate student performance relative to the Mississippi College and Career-Readiness Standards.

The MAAP-A is the statewide assessment created to ensure compliance under the Elementary and Secondary Education Act (ESEA) [as amended by the Every Student Succeeds Act of 2015 (ESSA)] and the Individuals with Disabilities Education Act of 2004 (IDEA). The MAAP-A English Language Arts and Mathematics assessments are based on the 2019 Mississippi Alternate Academic Achievement Standards for English Language Arts and Mathematics (MS AAAS-ELA, MS AAAS-Mathematics). Similarly, Science is based on the 2019 Mississippi Alternate Academic Achievement Standards for Science (MS AAAS-SCI).

More information on each assessment can be found on the Mississippi Department of Education (MDE) website at <https://www.mdek12.org/OSA/SP/MAAP-A>.

Reference materials, including the TAM, are available on the Nextera Help Tab.

Important Dates

Fall 2024 Test Administration: Key Dates

Task	Beginning Date	Ending Date
Test Material Arrives in Districts	November 4, 2024	November 6, 2024
Additional Materials Order Window	November 12, 2024	December 3, 2024
MAAP-A Test Administration Window	December 2, 2024	December 13, 2024
All paper materials must be received at NWEA	----	No later than December 20, 2024

*The DTC must call NWEA's Customer Support if additional materials are needed during the testing window.

Roles and Responsibilities

District Test Coordinator (DTC)

- Communicates/coordinates between MDE, NWEA, and within the district
- Orders, receives, and distributes printed material to schools
- Verifies and returns material to NWEA after testing is complete

School Test Coordinator (STC)

- Coordinates between the DTC, NWEA, and within the school
- Manages secure material within the school before, during, and after testing
- Returns all material to the DTC
- Confirms the Test Administrator and the Second Scorer have completely filled out the student response scoresheet
- Collaborates with the DTC, TA, and Second Scorer on testing schedules

District Special Education Director

- Collaborates with the DTC, STC, TA, and Second Scorer on testing schedules
- Assists and provides Learner Characteristics Inventory (LCI) support to the TA as needed

Test Administrator/Teacher (TA)

- The teacher who works regularly with, and is most familiar with, the student being assessed
- Must hold a current Mississippi Educator License
- Reads the Test Administration Manual
- Collaborates with the STC and the Second Scorer on testing schedules
- Reviews the Test Administration Booklet (TAB) and prepares stimulus materials prior to testing based on student needs
- Leads the administration using the TAB and stimulus materials
- Documents the student's score, based on the scripted "Expect" statements in the TAB, by indicating the scores on his/her own paper copy of the Student Response Score Sheet
- After testing is complete, organizes and provides materials, including the LCI, back to the STC/DTC for return shipment back to NWEA

Second Scorer

- Must hold a current Mississippi Educator License
- A silent participant in the test administration who observes and documents the student's score, based on the scripted "Expect" statements in the TAB, by indicating the scores on his/her own paper copy of the Student Response Score Sheet
- Scores independently of the TA but bases score on interactions between the TA and student

Before Testing

Before Testing Checklist

- The DTC will distribute test material to the schools in the NWEA boxes and verify that each school has received the necessary test material.
- The DTC will notify NWEA and MDE of any missing material.
- The DTC will order additional material as necessary.
- The District Special Education Director (SEU)/STC will ensure that the LCI is completed for each student.
- The DTC/STC will ensure each teacher acting as the Test Administrator has access to the secure testing material one week prior to the scheduled administration of the assessment.

Test Coordinator Responsibilities

The STC or DTC must schedule and manage the activities of the TA (special education teacher and/or other licensed school personnel) during the testing window, monitor the test administration, maintain the security of test material, and pack and return test material to NWEA.

The Test Coordinator will

- verify and inventory material received using the packing lists provided for MAAP-A testing material.
- monitor the scheduling of assessment sessions.
- distribute test material to each TA and Second Scorer.
- verify the security and accuracy of material at all times.
- ensure that the TA has read the Test Administration Manual (TAM).
- ensure the TA has reviewed the Test Administration Booklet (TAB) and prepared stimulus material.
- monitor (or arrange monitoring of) test administration sessions to ensure consistency with established MDE policies.
- assemble material for return to NWEA once all MAAP-A testing is completed.

Preparation Time

Ensure each TA is given access to the testing material **at least one week PRIOR to the scheduled day of testing**. This will provide the TA sufficient time to review the assessment, prepare the necessary material, and familiarize themselves with the assessment. Please ensure the TA follows all test security protocols.

Scheduling

- The tasks can be administered at any time during the MAAP-A testing window (December 02–December 13, 2024). Please refer back to the schedule listed on page 1.
- As the individual who is most familiar with and integral to a student’s academic performance, the TA must carefully consider scheduling options in order to allow students to achieve optimal performance.
- The TA should work with the STC to assign a Second Scorer to work with each TA.

For a list of TA and Second Scorer responsibilities for the MAAP-A, please refer to the MAAP-A TAM, which is posted on the Nextera Help Tab.

Ordering Materials

To order additional material, the DTC must call NWEA Customer Support at 800-644-4054.

Receiving Materials

Material will be packed in boxes organized by school and shipped to the district, to the attention of the DTC. Upon receiving the boxed material, the DTC **MUST** inventory the material using the content list. If the contents do not match the box content list, the DTC must contact NWEA Customer Support to note the discrepancy and order additional material.

The DTC and STC **MUST** store material in a secure location at all times, except when they are being prepared/reviewed/used for administration by the TA.

MAAP-A Administration Policies

Home-bound Students

For a home-bound student being assessed, both a TA and a Second Scorer are required. Both the district and the school test security plans must be followed when testing home-bound students.

The test administration and student scoring process must follow the same procedures as students assessed within a school or district building.

If you have additional questions regarding assessing home-bound students, please contact the MDE/OSA.

Pausing and Resuming Administration of the MAAP-A

The TA may pause the administration of the assessment, following the award of a score point within a task or for an item, if the student's behavior, medical needs, or characteristics prohibit the student from demonstrating optimal performance in one sitting.

If the testing session is paused, the TA records the student's response to the last administered task/item prior to pausing the test session.

Familiarity with the task sequence will aid the TA in the determination of where to pause the testing session if all tasks/items have not been administered.

If the testing session is paused, the TA must complete the administration as soon as possible and within the testing window.

If any occurrence raises questions or concerns about correct test administration, contact MDE immediately. The MDE State Board of Education testing irregularity policies, as stated in MS Public Schools Accountability Standards 2020, must be followed.

Stopping Rule

Each TA is expected to follow the script in the TAB. It is important that each student has an opportunity to participate in the MAAP-A, even if the TA believes the student will not respond. To participate meaningfully in the MAAP-A, each student must be able to clearly communicate through a **consistent, intentional, and observable** response mode. Careful consideration should be given to using the most accessible presentation and response modes for the student.

The stopping rule applies to students who do not respond to the **first** scorable item because of deficits in communication skills. The purpose of the stopping rule is to prevent students who do not have a **consistent, intentional, and observable** mode of communication from sitting through the entire assessment.

Please ensure the student meets the following criteria before applying the stopping rule:

- No consistent, intentional, observable mode of communication;
- No response to test items; and
- Documented communication deficits identified in the student’s Individualized Education Plan (IEP).

If a student, who does not have a consistent, intentional, and observable mode of communication, does not respond after administering all parts of the **first task in each content area**, then the TA may stop testing. Please adhere to the following:

1. On the *Student Response Score Sheet*, make sure a zero (0) for all tasks is indicated by the TA and the Second Scorer.
2. Write Stopping Rule in Red ink on the *Student Response Score Sheet*.
3. Report the situation to the STC.
4. The STC must notify the DTC so an irregularity form can be completed.

If the student’s behavior, medical needs, and/or characteristics prohibit him/her from completing the assessment, this does not warrant the option to use the Stopping Rule. If a student has an observable response mode but is not engaged with the assessment task, please pause and resume testing based on the student’s needs.

Stopping Rule	
ELA (All Grades)	
4 3 2 1 0 Task 1	N.O.
4 3 2 1 0 Task 2	N.O.
4 3 2 1 0 Task 3	N.O.
4 3 2 1 0 Task 4	N.O.
4 3 2 1 0 Task 5	N.O.
4 3 2 1 0 Task 6	N.O.
4 3 2 1 0 Task 7	N.O.
4 3 2 1 0 Task 8	N.O.
4 3 2 1 0 Task 9	N.O.
4 3 2 1 0 Task 10	N.O.
4 3 2 1 0 Task 11	N.O.
4 3 2 1 0 Task 12	N.O.
4 3 2 1 0 Task 13	N.O.
4 3 2 1 0 Task 14	N.O.
4 3 2 1 0 Task 15	N.O.
↑ Second Scorer Only	

Stopping Rule	
MATHEMATICS (All Grades)	
4 3 2 1 0 Task 1	N.O.
4 3 2 1 0 Task 2	N.O.
4 3 2 1 0 Task 3	N.O.
4 3 2 1 0 Task 4	N.O.
4 3 2 1 0 Task 5	N.O.
4 3 2 1 0 Task 6	N.O.
4 3 2 1 0 Task 7	N.O.
4 3 2 1 0 Task 8	N.O.
4 3 2 1 0 Task 9	N.O.
4 3 2 1 0 Task 10	N.O.
4 3 2 1 0 Task 11	N.O.
4 3 2 1 0 Task 12	N.O.
4 3 2 1 0 Task 13*	N.O.
↑ Second Scorer Only	
*Task 13: Grades 5, 6, 7 and HS only	

Stopping Rule	
SCIENCE (All Grades)	
4 3 2 1 0 Task 1	N.O.
4 3 2 1 0 Task 2	N.O.
4 3 2 1 0 Task 3	N.O.
4 3 2 1 0 Task 4	N.O.
4 3 2 1 0 Task 5	N.O.
4 3 2 1 0 Task 6	N.O.
4 3 2 1 0 Task 7	N.O.
4 3 2 1 0 Task 8	N.O.
4 3 2 1 0 Task 9	N.O.
4 3 2 1 0 Task 10	N.O.
4 3 2 1 0 Task 11	N.O.
4 3 2 1 0 Task 12	N.O.
↑ Second Scorer Only	

During Testing

During Testing Checklist

- The DTC/STC will be available during your school's testing sessions to answer questions and will help resolve problems as needed.
- The DTC will assist the STC in identifying and resolving any testing incidents.
- The DTC will provide schools with additional material as necessary.
- The DTC/STC will monitor schools to ensure that test administration and test security policies and procedures are followed.
- The DTC will communicate with MDE, as needed, in the case of testing incidents and security breaches or for guidance when test invalidation is considered.
- The DTC will submit invalidation requests per MDE guidelines.
- The DTC/STC will be prepared to coordinate and monitor adjustments in testing schedules if inclement weather or other unforeseen events threaten or force school closures, network interruption, etc.

Invalidations

If a student's test session needs to be invalidated, complete the following steps:

1. The Test Administrator must immediately notify the STC.
2. The STC must notify the DTC.
3. The DTC must complete an invalidation form with a valid reason for invalidation. This must be completed prior to the close of the test window.
4. The DTC should write the Reason values for the Scoring Option of Invalidate Test in RED INK on the answer document.

The **Reason** values for the **Scoring Option** of **Invalidate Test** are as follows:

- Student/parent refusal
- Non allowable device
- Student assessed outside of testing window
- Staff testing violation

After Testing

After Testing Checklist

- The DTC/STC will collect and inventory all secure test material.
- The DTC will count and pack all test material in accordance with NWEA and MDE regulations. Return material to NWEA using the labels provided with your material.
- The DTC/STC will shred material and complete the Certificate of Shredding form.
- The DTC/STC will collect all paperwork required to be filed by your District/School Test Security Plan.
- The DTC will notify MDE of any missing material.
- The STC will notify the DTC of any cases in which a Stopping Rule or Invalidation has been used for a student.

Returning Materials

Returning Materials

After testing, all material must be returned to NWEA. Use the following lists and the Returns poster in Appendix A to assist in preparing material for return.

STC

- Collect all material from each TA.
- For each class, complete a Group Information Sheet (GIS) and place it on top of the associated group of the *Student Response Score Sheets*.
- Place the completed GIS(s), the *Student Response Score Sheets*, and the completed LCI(s) in the white Tyvek return envelope(s) with the GIS(s) at the top of the documents within envelope #1 (in cases where multiple envelopes are needed).
- Indicate School Name and Grade(s) on each of the return envelope labels.
- Place loose stimulus cards in the larger plastic bags provided in your shipment. Assemble and place all Test Administration Booklets (TABs) in the boxes with the other stimulus material and envelopes with the *Student Response Score Sheets*.
- Use the Divider Sheet to separate the white Tyvek Return envelopes and non-scoreable material, placing the Return Envelopes on top of the Divider Sheet.
- Place an ORANGE return label on each box of material being returned, indicating “Box X of X” for the entire school. Box labels can be found in the School Return Kit which was located in the original shipment.
- Return your boxes, unsealed, to your DTC for required verification checks.

DTC

- Complete final verification checks.
- Make sure all paper material is in the box based on the original inventory.
- Seal each box with shipping tape on the top and bottom.
- Indicate “Box X of X” for the entire district on each return label.
- Place one UPS shipping label on the top of each box.
- Arrange your UPS pick-up.
- If you have a daily pick-up or regular deliveries from UPS, give the package(s) to your UPS driver. If UPS is not at your location on a daily basis, call 877-536-2697 to schedule your pick-up, and indicate you are a NWEA customer.
- When your packages are given to UPS, make sure you receive a confirmation receipt with the tracking numbers, along with the date and time given to UPS.

Additional Information

Mississippi Department of Education Website

<http://www.mdek12.org/>

Office of Student Assessment

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Sharon Prestridge

Phone: 601-359-1970

Email: SPrestridge@mdek12.org

Dr. Jackie Sampsell

Phone: 601-359-3052

Email: jsampsell@mdek12.org


NWEA Customer Support

Phone: 800-644-4054

Email: MSCustomerSupport@NWEA.org

Appendix A: MAAP-A Returns Poster

MAAP-A Returns Poster



**MISSISSIPPI ACADEMIC ASSESSMENT
PROGRAM-ALTERNATE (MAAP-A) RETURNS**

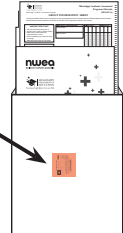
Packing MAAP-A Materials

PLACE STUDENT RESPONSE SCORE SHEETS IN WHITE TYVEK RETURN ENVELOPES

1

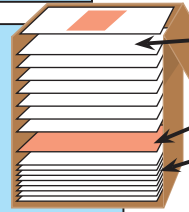
- Complete one Group Information Sheet (GIS) for each group returned.
- If more than one envelope is used for a group/class, label the envelope 1 of __, 2 of __, etc.
- Place the group of Student Response Score Sheets, Learner Characteristics Inventories (LCI), and associated GIS in the White Tyvek Return Envelope with the GIS on top of the Score Sheets.
- Please ensure all Return Envelopes are fully sealed.

COMPLETE THE INFORMATION ON THE ORANGE ENVELOPE LABEL.



2

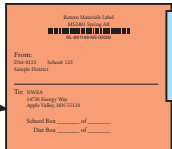
- Using the same NWEA box(es) in which your materials arrived, place the materials in the following order, from top to bottom: White Tyvek Return Envelope (with GIS and Score Sheets), Divider Sheet, and all secure, non-scoreable materials (including Test Administration Booklets, poly bags of loose stimulus cards, and unopened stimulus cards), leaving each box unsealed.




White Tyvek Return Envelopes (containing GIS and Score Sheets)
Divider Sheet
Secure, non-scoreable materials (including TABs and poly-bags of loose stimulus cards)

3

INDICATE BOX _ OF _ BEING RETURNED FOR ENTIRE SCHOOL



Place one ORANGE return label on the top of each box. Box labels can be found in the School Return Kit.




4 RETURN ALL BOXES (CONTAINING SCOREABLE AND NON-SCOREABLE MATERIALS) TO THE DISTRICT TEST COORDINATOR (DTC)

Shipping MAAP-A Materials


1

- District Test Coordinators will complete final verification checks.



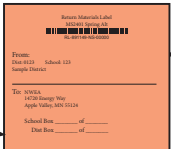
2


- Place one UPS return shipping label on the top of each box being returned.



3

INDICATE BOX _ OF _ BEING RETURNED FOR ENTIRE DISTRICT





Mississippi Customer Support
Phone: (800) 644-4054 E-Mail: MSCustomerSupport@NWEA.org

At The Building

At The District

Appendix B: DTC/STC Combined Checklist

Before Testing Checklist

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- The STC will notify the DTC of any cases in which a Stopping Rule or Invalidation has been used for a student.

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