MSAA System User Guide for Test Administrators

Prepared for:

Multi-State Alternate Assessment

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Get Started

This section explains how to get started using the MSAA System.

Note: For the purposes of this manual, the MSAA will be referred to as “Test.”

Document Overview

This User Guide describes the MSAA System features and provides Test Administrators step-by-step directions to perform various functions before, during, and after MSAA administration.

Additional Support

For additional support or questions about the information in this User Guide, please contact:

MSAA Help Desk

Phone: (866) 834-8879

Email: MSAAServiceCenter@measuredprogress.org

What Is the MSAA System?

The MSAA System is the online system used to administer the Multi-State Alternate Assessment based on Alternate Achievement Standards (AA-AAS) to participating students.

MSAA System Website

You can access the system using the following link: https://www.msaaassessment.org

Test Administrator (TA) Checklist

TAs are required to perform certain functions within the system. TAs may use the following checklist for Test tasks. The tasks with the warning icon (⚠) are due during the registration period.

		Step	Description
1	⚠	**Get started**	- Familiarize yourself with resources such as the Test Administration Manual (TAM), this User Guide, and the Directions for Test Administration (DTA).
2	⚠	**Access the system**	- Use the provided URL to access the MSAA System.
3		**Student demographics**	- Access student profiles and complete student demographics before testing students.
4		**Learner Characteristics Inventory (LCI) info**	- Access student profiles and complete each student's LCI before testing students.
5		**Complete required training**	- Complete all required training modules and attain score of 80% on the end-of-training final quiz.
6		**Student Accommodations-Before Test tab**	- Access student profiles and complete Accommodations-Before Test tab before testing students.
7		**Student Response Check (SRC)**	- Access student profiles. - Conduct SRC as needed before testing students.
8		**Administer the test**	
9		**Student Accommodations-After Test tab**	- Access student profiles. - Complete Accommodations-After Test tab after testing students.
10		**Submit the students' tests for each content area for each student**	
11		**Close the students' tests ONLY if one of the three criteria are met**	- There is no consistent, observable mode of communication. - Student withdrew. - Student is no longer eligible.
12		**End of Test Survey**	- Complete ONE End of Test Survey after testing each student.

Access the MSAA System

This section prepares you to access the MSAA System for the first time.

Where to Start

When a new user account is created in the system, the user receives an automated Welcome Email from the MSAA System that contains a temporary URL to set his or her password.

- If a TA account is created via the Users File Upload process, the system sends the Welcome email automatically.
- If a user account is created manually, the Test Coordinator who created the account will select the Send Email checkbox. The system sends the Welcome Email to the TA for whom the checkbox has been selected. The email will come from MSAAServiceCenter@measuredprogress.org
- Please check with your Test Coordinator to determine when you should receive the Welcome Email.

The Welcome Email contains instructions on how to gain access to the MSAA System and next steps that must be taken. To begin, you must click on the link within the email. (Note: The following email is an example of the Welcome Email but not an exact replication of what you will actually receive.)

From: MSAAServiceCenter@measuredprogress.org
Subject: Important Information from the MSAA System

You are receiving this email because you are identified as either a Test Coordinator or Test Administrator in the MSAA System…

…You may now log in by clicking this link or copying and pasting it to your browser:

https://www.msaaassessment.org/user/reset/38348/1454962511/VlcB_rNDPbmczH14VuhfBYf9Sh8AIJNqKEQO-sTeDc8

This link can only be used once to log in and will lead you to a page where you can set your password.

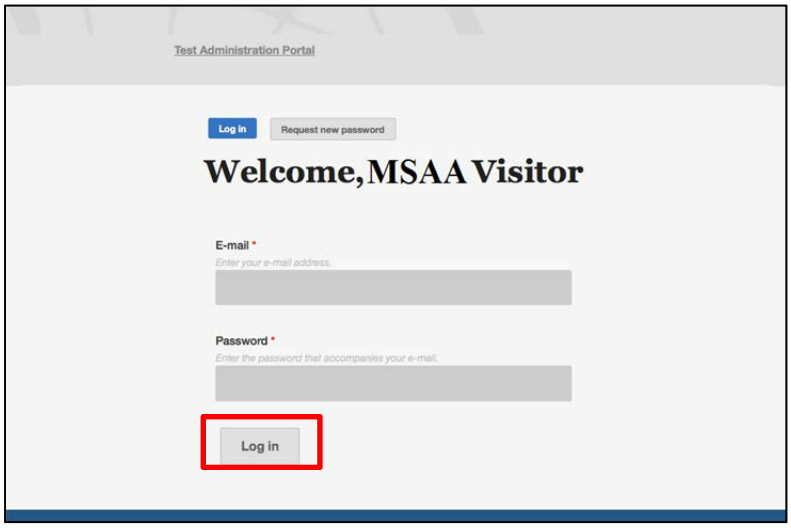
After setting your password, you will be able to login at https://www.msaaassessment.org/user in the future using:

username: youremail@youremail.com
password: Your password

Note that your username is always the email address to which the Welcome Email was sent. When you click on the link, you will be asked to create a password. This is the password you will use to log in to the MSAA System.

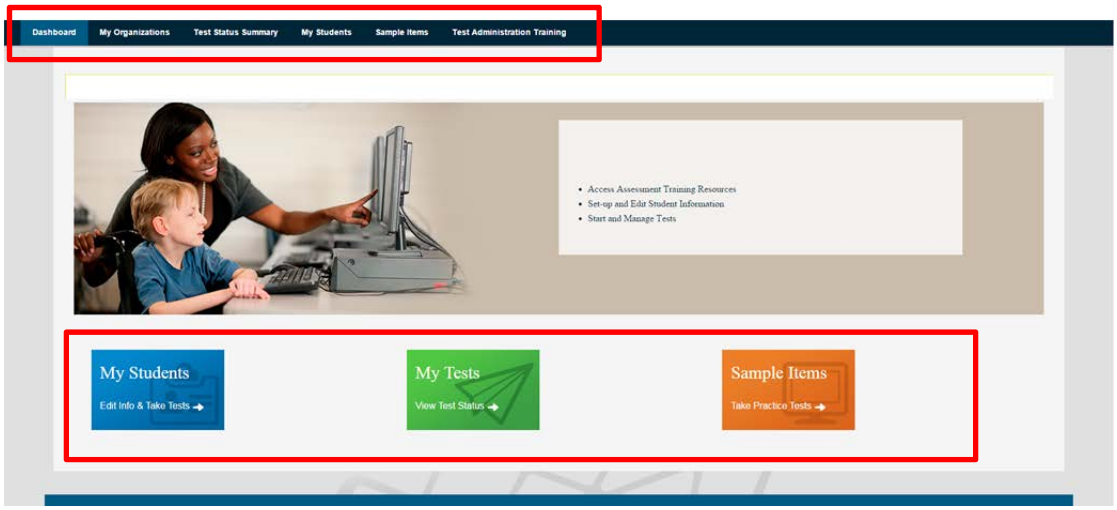
Access the MSAA System

Once your user account is created and you have created your password, you can access the MSAA System using the URL https://www.msaaassessment.org. The Login page will appear as seen below. Enter your email address and password and click **Login** to access the secure MSAA System.



Once logged in, the system opens the Dashboard page as your home page.

Navigate within the system using the top navigation bar or by clicking on the blocks at the bottom of the screen.



TAs may access the following menu options from the navigation bar:

- Dashboard – this returns you to the home page or dashboard.
- Test Status Summary – this page provides an aggregated snapshot of all the tests your students are assigned to, the number of students assigned to each test, and the status of the test.
- My Students – this page provides access to your students and test materials (e.g., the DTA), and enables you to start the student tests on the computer.
- Sample Items – this page contains a few sample items that can be used to practice the online navigation or test students' assistive technology (AT) devices before launching the actual test.
- Test Administration Training – this page provides the training modules required for all users and allows you to take the required final quiz.

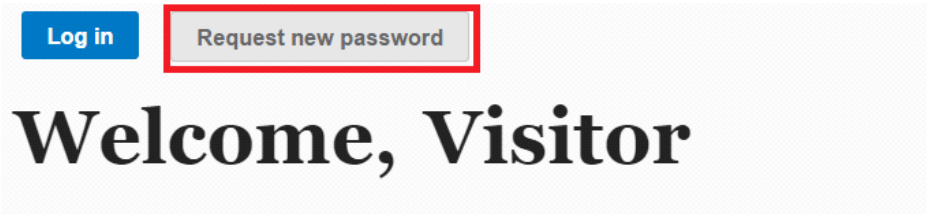
How to Unlock Your Account

Under certain conditions, a user's account will become locked and rendered unusable. This is an intentional security measure built into the platform. Here is why it happens and how to unlock your account.

Why Account Lockout Happens

A user's account will become locked for 1 hour after 5 failed attempts to login (for example, using the wrong password)

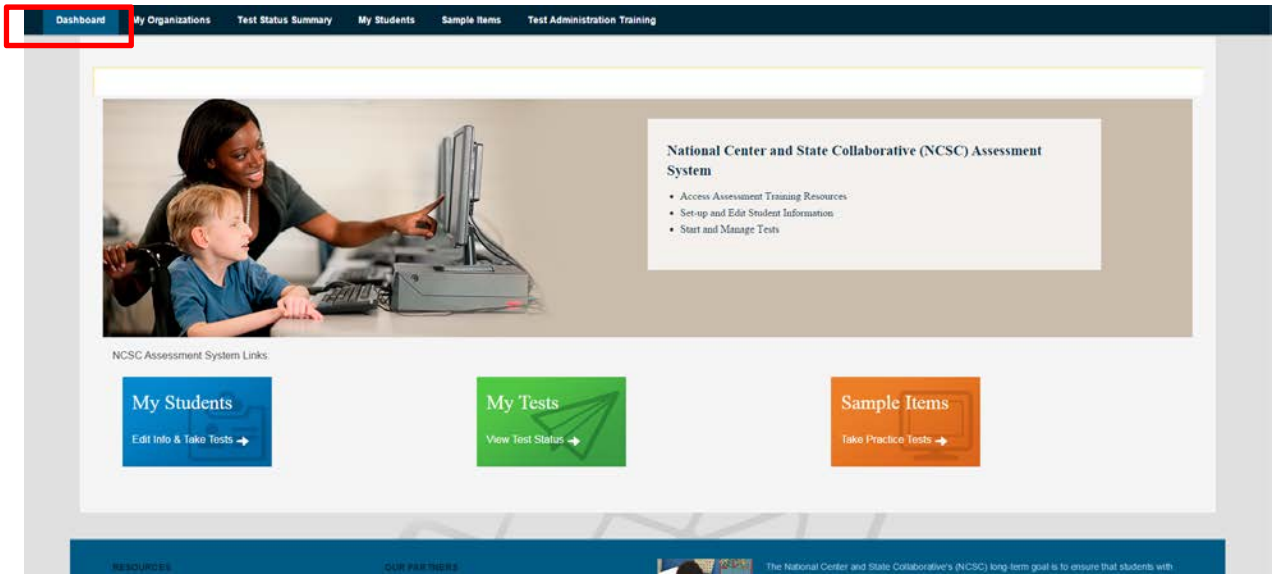
- Wait an hour and the account will return to unlocked status (be sure to wait the full hour)
- Unlock the account immediately by requesting a new password:
  - select **Request New Password** from the login screen



- follow the onscreen instructions to receive a password reset link
- follow the instructions in the received email to reset your password (your account will be immediately unlocked)

Dashboard

Dashboard is the home page when logged into the MSAA System. Clicking on the Dashboard button in the top navigation bar will always return you to the home page (Dashboard).



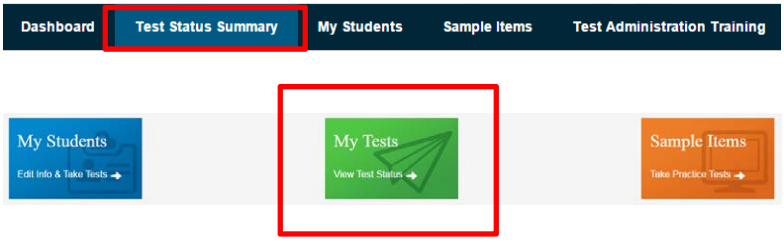
Test Status Summary

This page provides you with a summary of each student's tests to track and monitor testing progress during test administration. You may only access tests that are assigned to students who pertain to your role's permissions. For example:

- If you have access at the school level, you will see test summary information for all students in the school. If you only have access to a single classroom, you will only see test summary information for the students in that classroom.

Test Status Summary

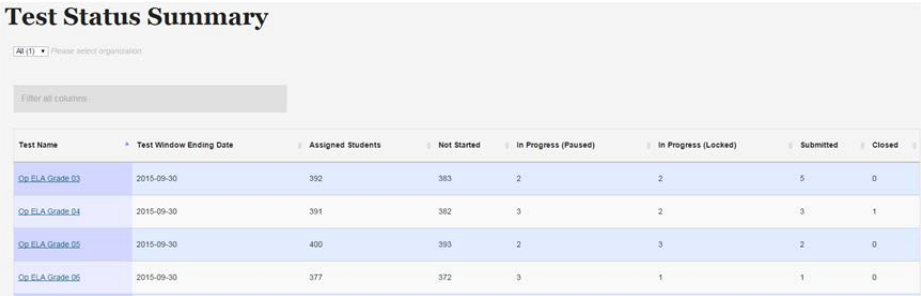
Click on **Test Status Summary** from the navigation panel at the top, or click the **My Tests** button from the bottom of the page.



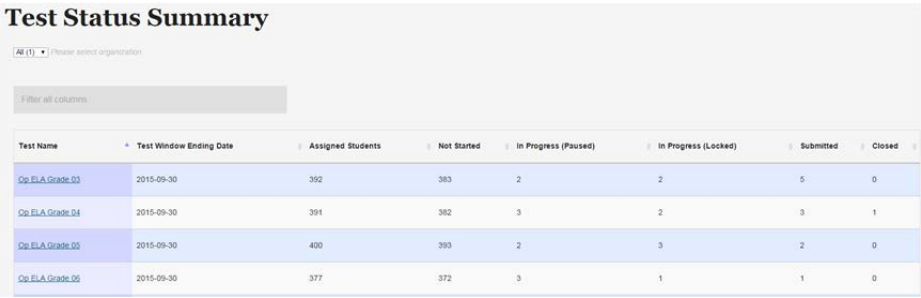
Test Status Summary View

This page lists, from left to right:

- **Test Name** (use arrow to sort)
- **Test Window Ending Date**
- **Assigned Students –** total number of students assigned to the test. If classes have been created in the school to which you've been assigned, you will only see the students in your class(es). If classes have not been created, you will see the total number of students in the school.



- **Not Started** – the test has not been started online.
- **In Progress (Paused)**– the test has been started online but can be resumed.
- **In Progress (Locked)**– the test is currently in use online and cannot be resumed until it is saved and exited.
- **Submitted –** the number of tests that have been submitted online.
- **Closed –** the number of tests closed by the TA (see the *Close a Test* section in

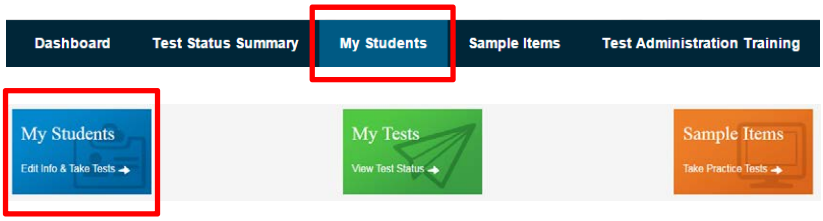
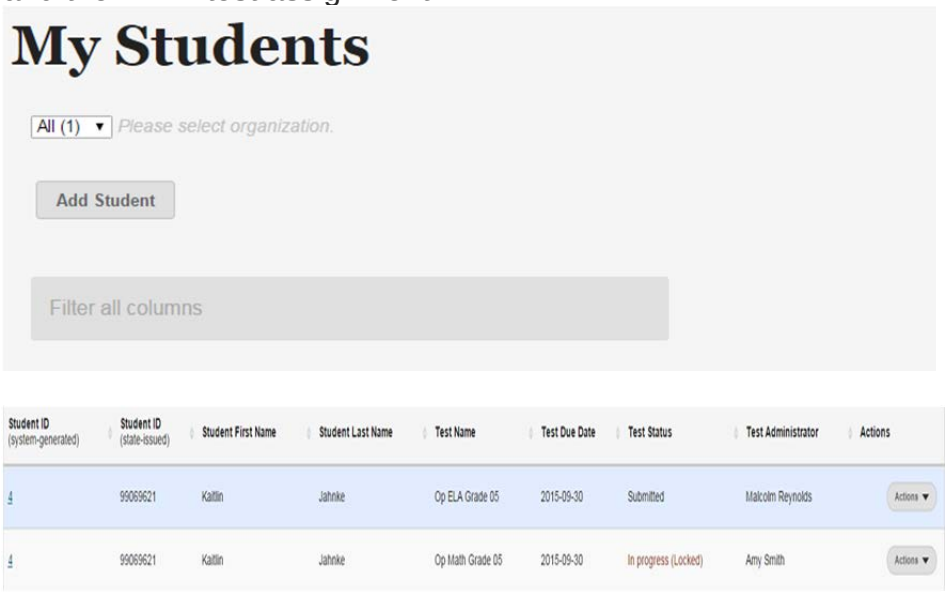


this User Guide for more information).	

My Students

Use this page to access student profile information (demographics, Learner Characteristics Inventory (LCI), accommodations, and SRC), access test materials (e.g., the DTA), and start/resume the student tests.

- If you have access at the school level, you will see a list of all students in the school. If you only have access to a single classroom, you will only see the list of students in that class.

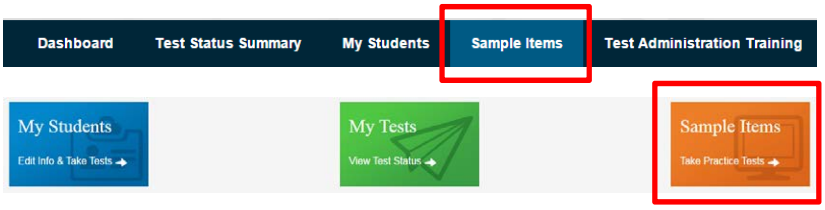
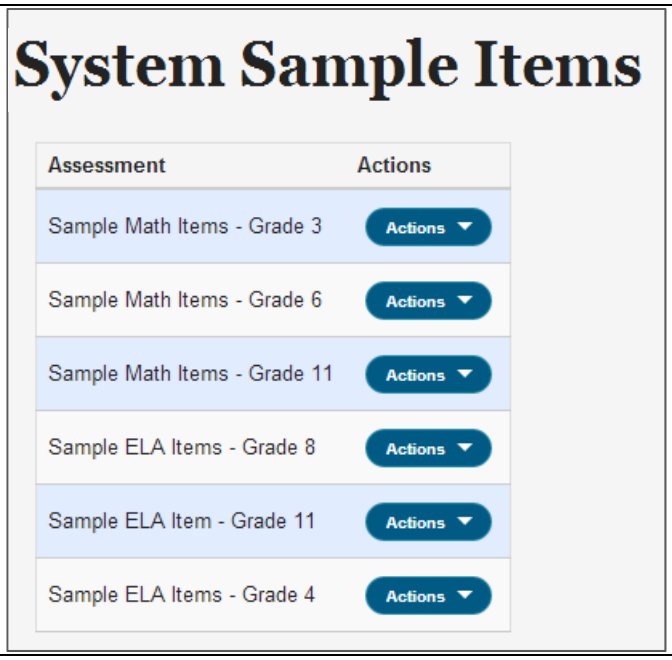
<u>My Students</u> Click on **My Students** from the navigation panel at the top or the button at the bottom of the main page.	
The **My Students** page list will display from left to right: - **Student ID** (system generated) - **Student ID** (school issued) - **Student First Name** - **Student Last Name** - **Test Name –** tests that are assigned. - **Test Due Date** - **Test Status –** status is the same as that displayed in the Test Status Summary: Not started, In Progress (Paused), In Progress (Locked), Submitted, or Closed. - **Test Administrator –** name of the TA who has started the test for the	Note: Students will each be listed twice; once each for their math and their ELA test assignment. 

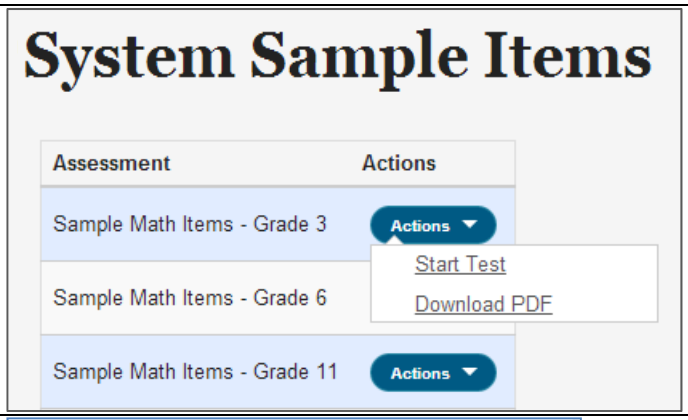
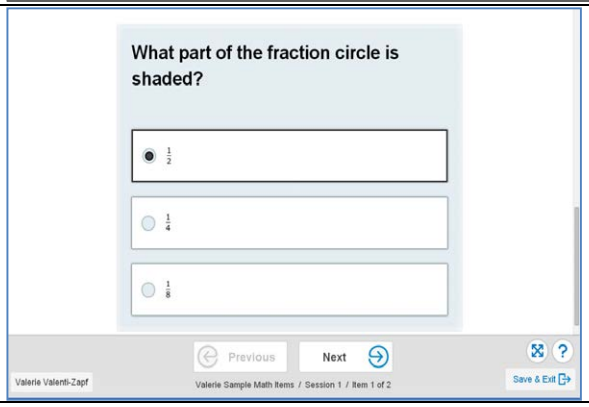
student. ➢ **Actions –** start test, resume test, print test, print Directions for Test Administrators (DTA), go to student profile.	

We will review the actions and required steps that a TA must complete in more detail in the Administer and Navigate the Test section.

Sample Items

This page provides online access to sample items that the TA may use to become familiar with the online test navigation, interact with assessment features, check usability of a student's assistive technology devices, and practice administering the sample items with students.

Sample Items Click on **Sample Items** from the navigation panel at the top or from the main page.	
All users have access to the same set of sample items. There are sets of items for math and ELA representing each grade band. You can access sample items at any time.	

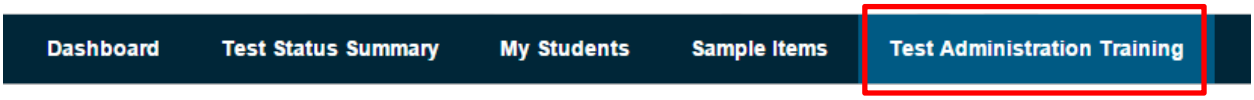
To view the sample items online: ➢ Click on **Actions**. ➢ Select **Start Test**. To print the sample items: ➢ Click on **Actions**. ➢ Select **Download PDF**.	
This is an example of the sample item as it will appear online. Sample item responses are not saved.	

Test Administration Training

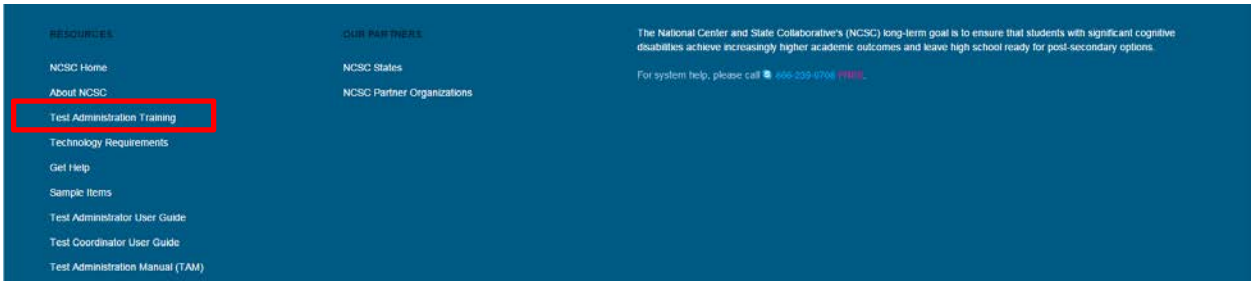
This page provides the training modules required for all users and allows you, the TA, to take the required end-of-training final quiz.

<u>Test Administration Training</u>

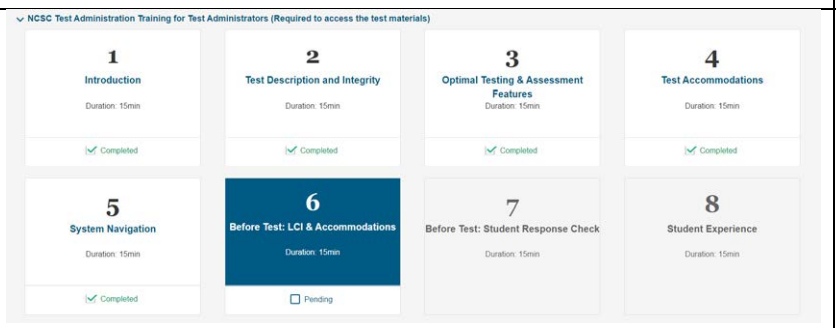
Click on **Test Administration Training** from the navigation panel at the top of the page.



Or use the **Test Administration Training** link on the footer of the main page.



The system takes you to the training main page, where you can access the training modules and take the end-of-training final quiz.



Before Test – Required Steps

Before administering tests to students, the TA is required to complete the student demographic information, the Learner Characteristics Inventory (**LCI**), the Accommodations-Before Test, and the Student Response Check (**SRC**). These tabs are located in the student's profile area.

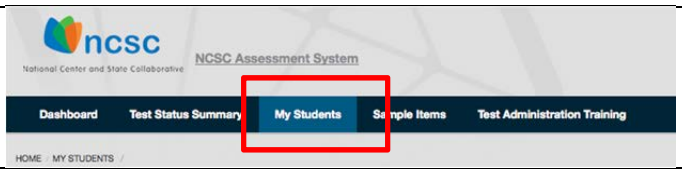
Note: TAs must provide <u>all</u> information on these tabs to administer a test.

1) **Demographics** Contains general information about the student, including the school/classroom assigned to the student.
2) **LCI** This tab includes a number of learner characteristics. The LCI provides a description of the characteristics of the students who participate in the Test.
3) **Accommodations: Before Test** Select the accommodations that are documented in the student's Individualized Education Program (IEP).
4) **SRC** The SRC tab allows the TA to launch a content-neutral test to determine if the student's responses can be observed, and then respond to the follow-up questions. Please refer to the Test Administration Manual – Student Response

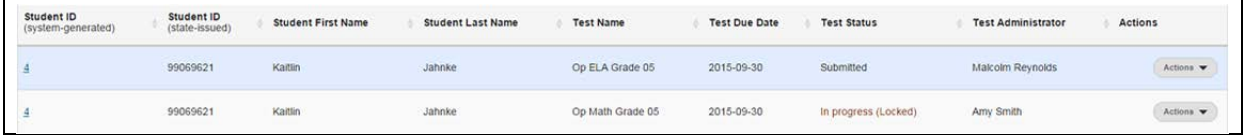
Check, page 28, to determine if an SRC needs to be conducted for the students you will be testing.

Access Student Profile

Click **My Students** in the top navigation bar to view your students' profile information.

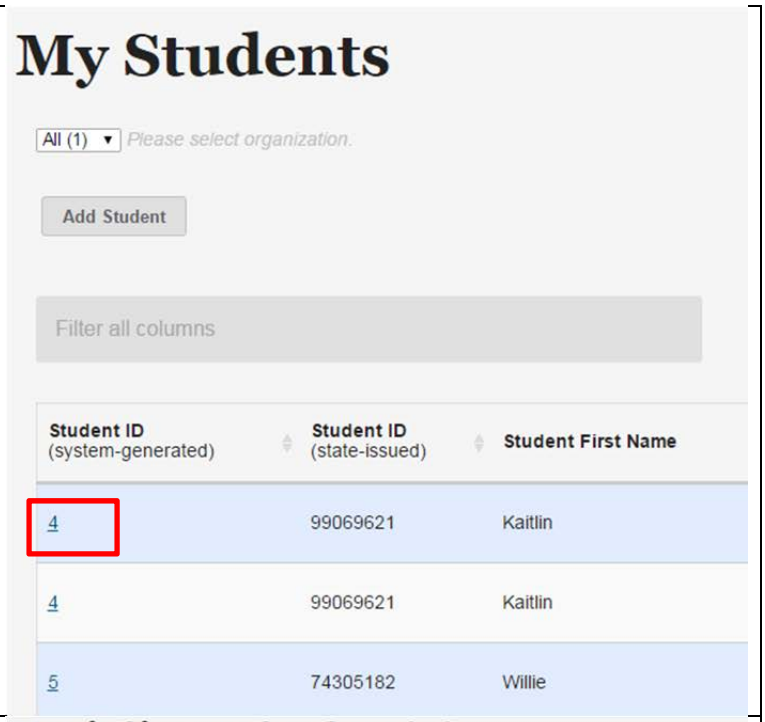
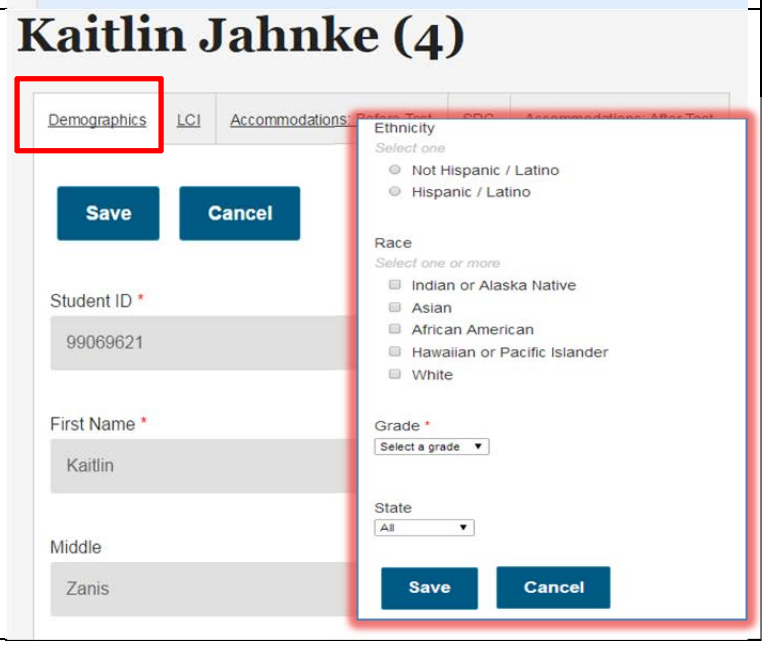


The list of your students appears. If your user account is associated with more than one organization (classroom, school, or district), you will select one organization at a time to view students associated with each organization.



Student ID (system-generated)	Student ID (state-issued)	Student First Name	Student Last Name	Test Name	Test Due Date	Test Status	Test Administrator	Actions
4	99069621	Kaitlin	Jahnke	Op ELA Grade 05	2015-09-30	Submitted	Malcolm Reynolds	Actions
4	99069621	Kaitlin	Jahnke	Op Math Grade 05	2015-09-30	In progress (Locked)	Amy Smith	Actions

Student Demographics Tab

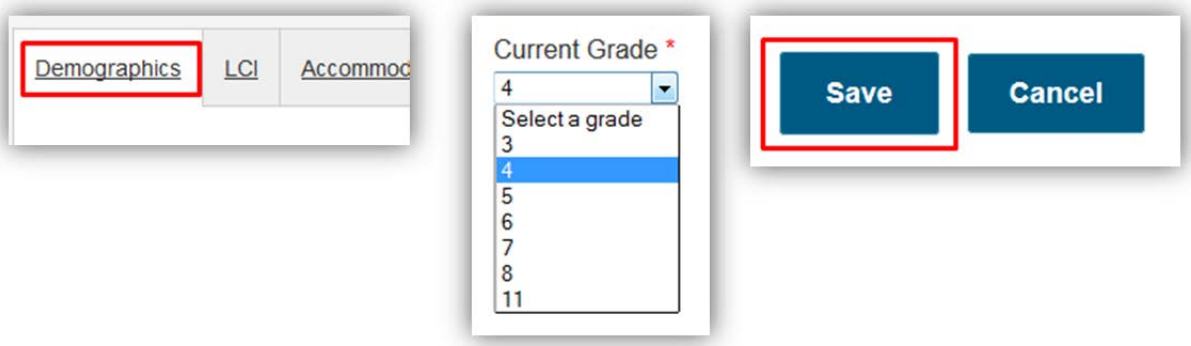
Find the student in the list and click on the **Student ID number**.	
The Demographics tab completes the demographic information for each student.	

After you complete the student's Demographics tab, click on the **LCI** tab.	

How to update student grade assignment

On occasion it may be necessary to update a student's grade assignment. Although this may occur at any time during the testing window, it should be done as early as possible and preferably before administering the assessment to the student in question. To do so, follow the two-step process outlined below.

1. First, the TA/TC must update the grade information in student profile as shown below.



2. After completing step 1, the TA/TC must call the MSAA Service Center (**1-866-834-8879**), confirm your identity, and request a form reassignment to the new grade. The Service Desk agent will prompt for the necessary information.

Please do not send student-identifiable information via email. TAs/TCs must phone this information in.

Measured Progress will notify the appropriate state contact of all reported grade changes.

Requests received by 2:00 PM ET will be processed within 24 hours. The new form assignment will be visible in the MSAA System.

Student LCI

The TA completes the LCI, which includes learner characteristics. Information from the LCI provides a description of the characteristics of the students who participate in the Test.

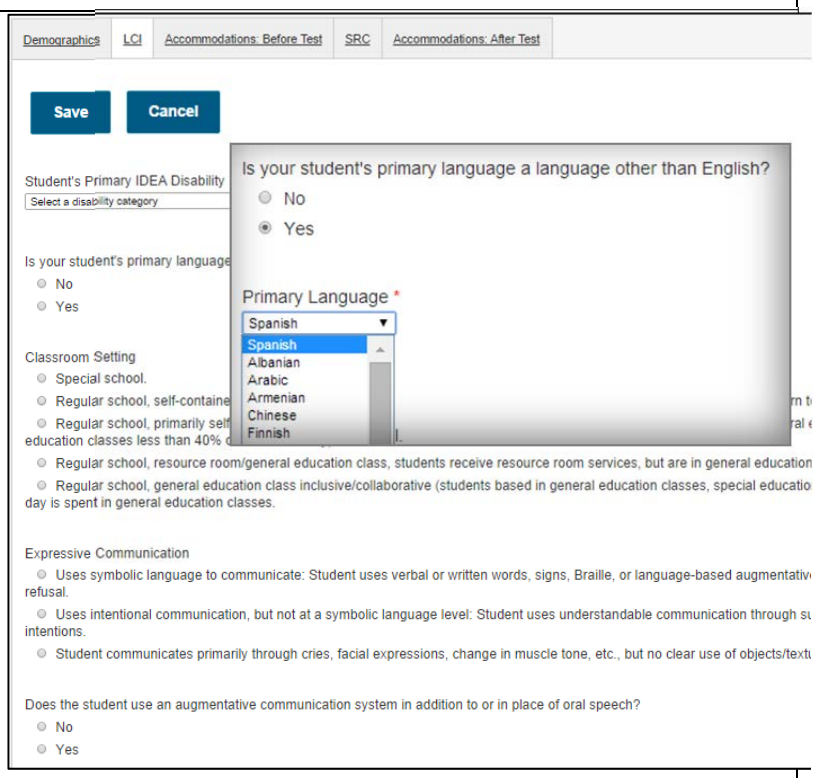
The following steps describe how to complete the LCI tab.

Click on the **LCI** tab.	

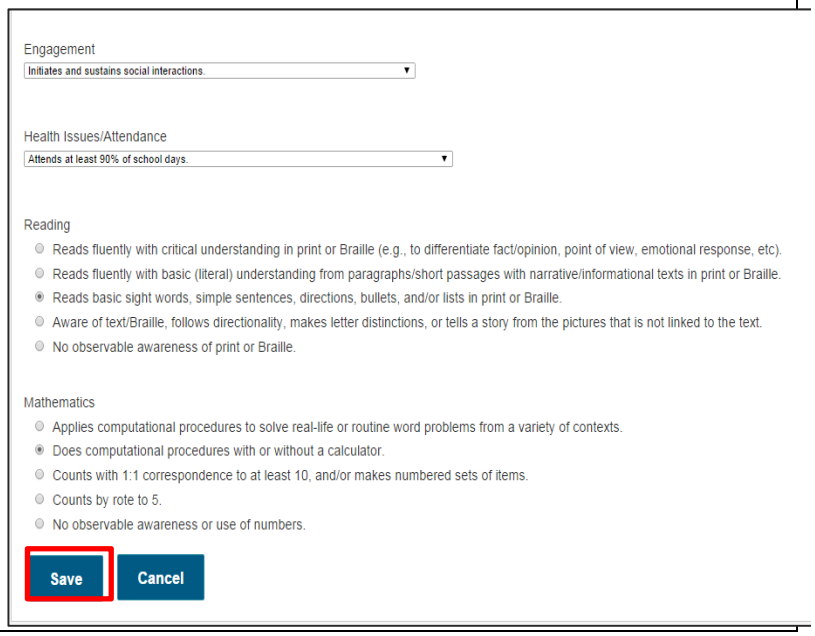
Dropdown menus include descriptions of each characteristic, and radio buttons are provided for responses. The TA should preview the fields and obtain the required student-level information so that it can be entered accurately into the MSAA System before administering the test.

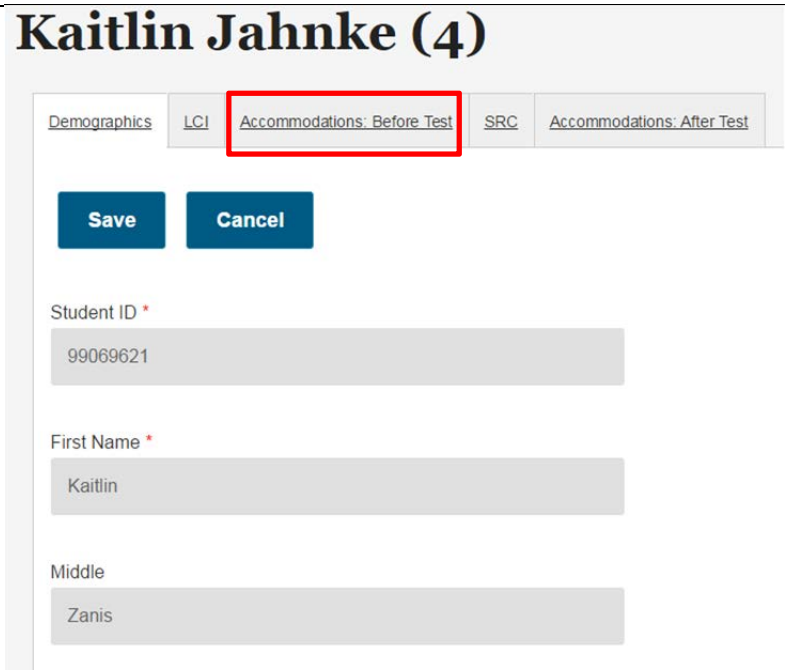
Complete the tab by making selections in **each** section/field. Be sure to scroll through the entire tab.

- All fields are required. You must enter a selection for each topic.
- Only one response per topic is allowed.
- Note: For the Vision topic, if you select “Low Vision” or “No functional use of Vision…”, the audio player will include files that describe the visual elements of an item.



After you have completed the tab, click the **Save** button at the bottom of the screen.



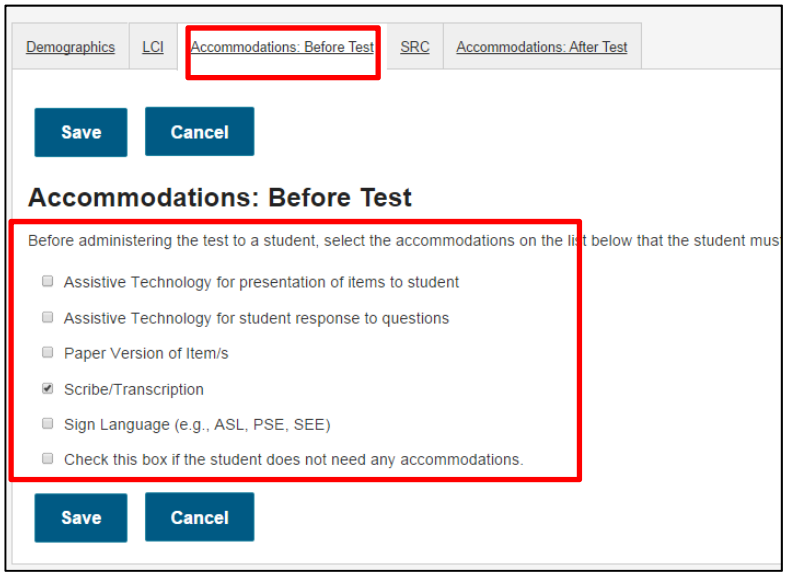
The system displays a confirmation about the update on the top of the page.	
Next, click on the **Accommodations-Before Test** tab	

Accommodations: Before Test

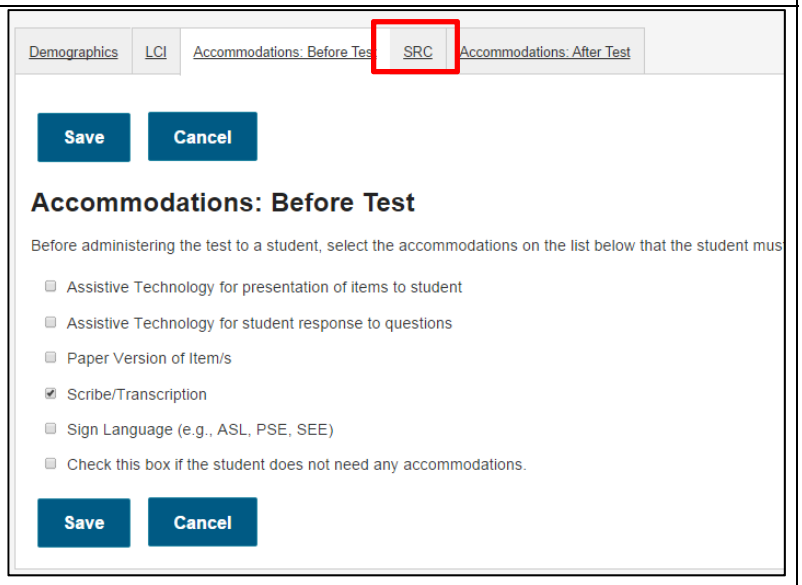
The **Accommodations-Before Test** tab MUST be completed before you start the student test.

Note: Select all accommodations that are documented in the student's IEP.

If the student does not need any accommodations, please select the last option: "Check this box if the student does not need any accommodations."



After you complete this tab, click on the **SRC** tab to complete the Student Response Check.



Student Response Check (SRC)

The purpose of the SRC is to ensure that the TA can clearly identify which answer a student indicates in response to a selected-response test item. If a student's response to a test item is not observable by the TA, the TA cannot enter the student's response in the MSAA System.

The SRC is a three-question content-neutral task during which a student is asked to demonstrate his or her preferred mode(s) of communication.

The TA **must conduct** an SRC if the TA is not certain that the student's response to a test item will be observable by the TA.

The TA **will not conduct** an SRC if the TA is certain that the student has an established and clear method of communication, and will clearly indicate answers to the test questions by responding verbally, using a nonverbal communication mode, or using assistive technology (AT). In this case, for the SRC, the TA will only indicate how the student will indicate his or her response to test items on the SRC located in the online MSAA System. Students do not need to indicate their answers to test items using the same response mode for every test item.

Click on the **SRC** tab.	

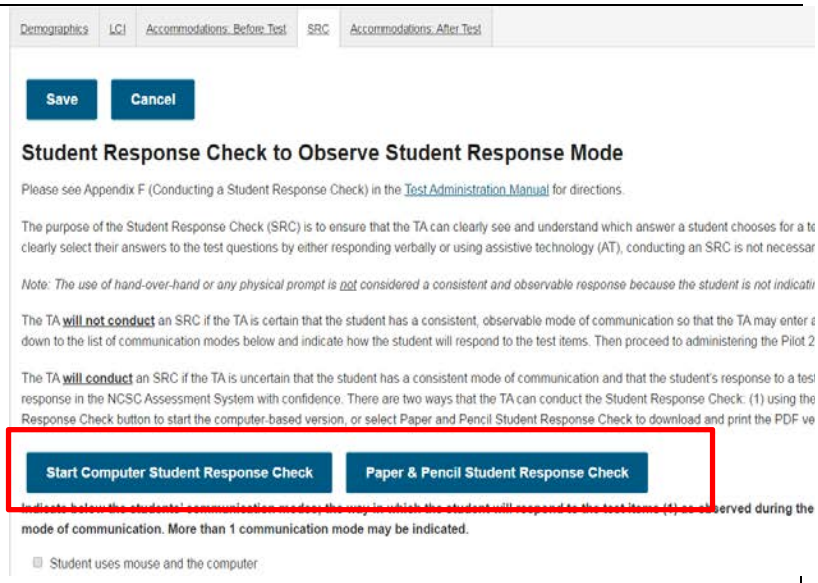
There are two ways that you can conduct the Student Response Check:

1. Use the computer.
2. Use a paper version.

Click the **Start Computer Student Response** button if a student can indicate a response to an item by:

- Using the mouse to select an answer;
- Verbalizing answers;
- Gesturing or pointing to the answer; or
- Using AT to indicate answers.

For students who communicate using gestures, eye-gaze, or other modes of communication that make using the computer difficult, conduct the SRC using the paper version.
Click the **Paper & Pencil Student Response Check** button to access the copy of the SRC for printing.



Online Administration
When you start the SRC on the computer, you (and the student) will see an introduction to the SRC with some general directions about how to proceed.

Click the **Next** button at the bottom of the page to proceed to and through the SRC items.

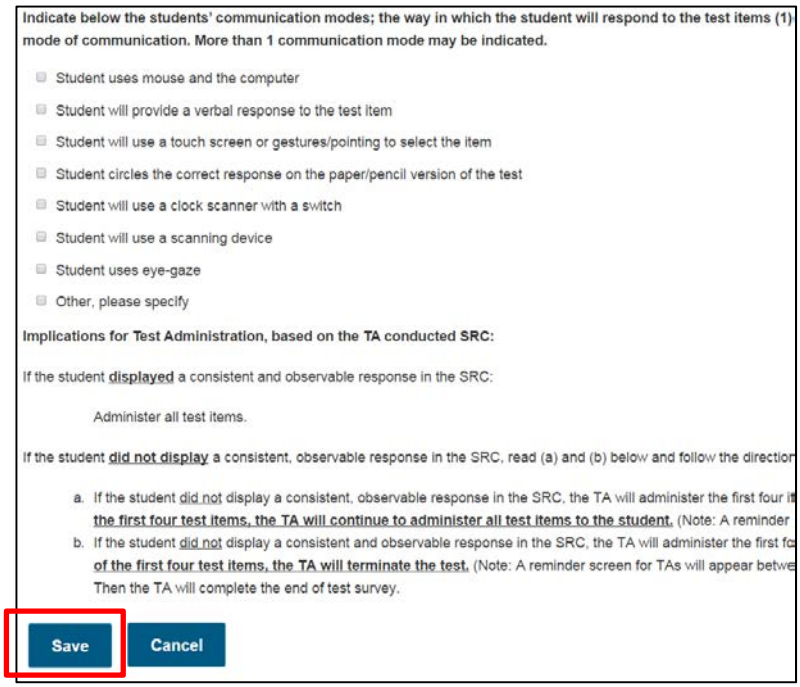
Please refer to the Test Administration Manual, page 30.

After the student completes the SRC (either on the computer or paper/pencil), you will be returned to the SRC page within the MSAA System.

Check all that apply to complete the SRC tab.

A verification question will appear under each checked statement. Select Yes or No to proceed.

After completing the SRC tab, and the Demographics, LCI and Accommodations-Before Test tabs as described in this section, click the **Save** button at the bottom of the screen.

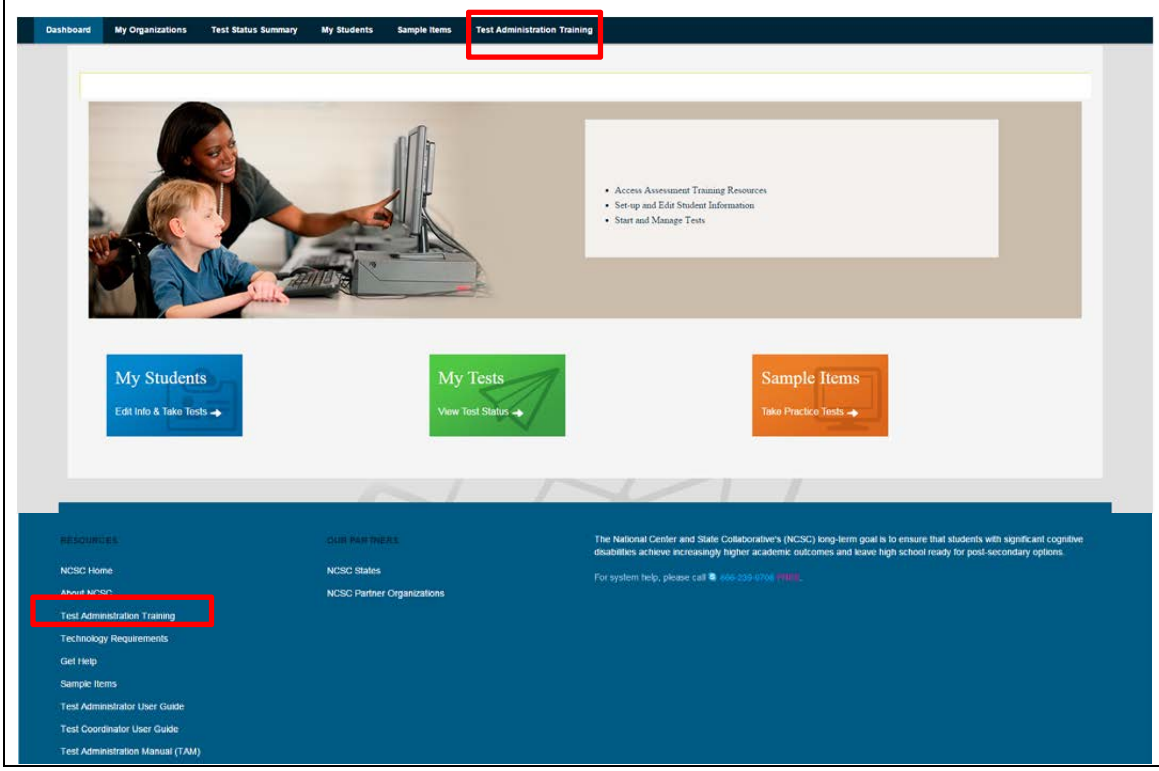


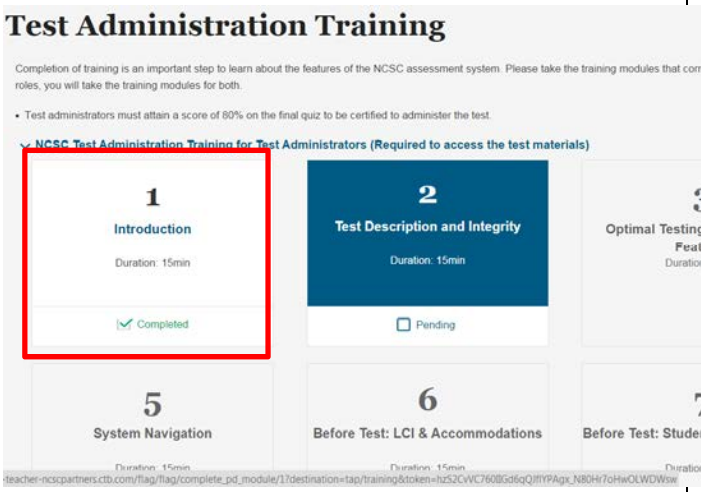
All information that was completed in the Demographics, LCI, Accommodations-Before Test, and SRC tabs has now been saved. The system displays a confirmation that the information has been saved.	

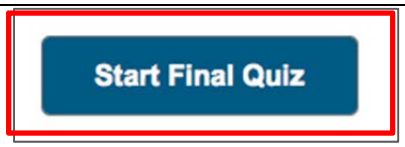
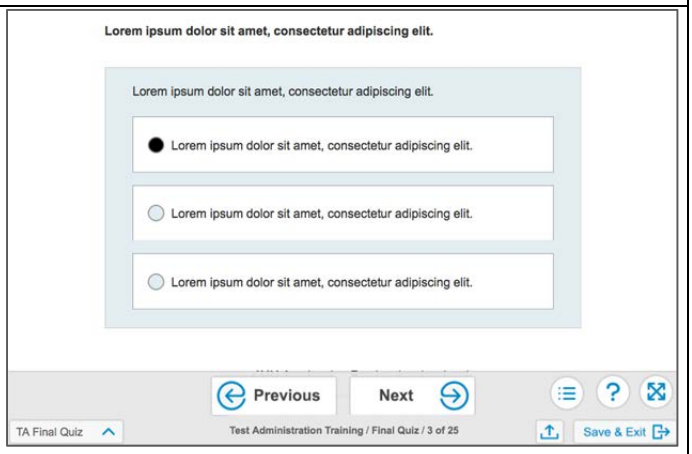
Access & Complete Required Training

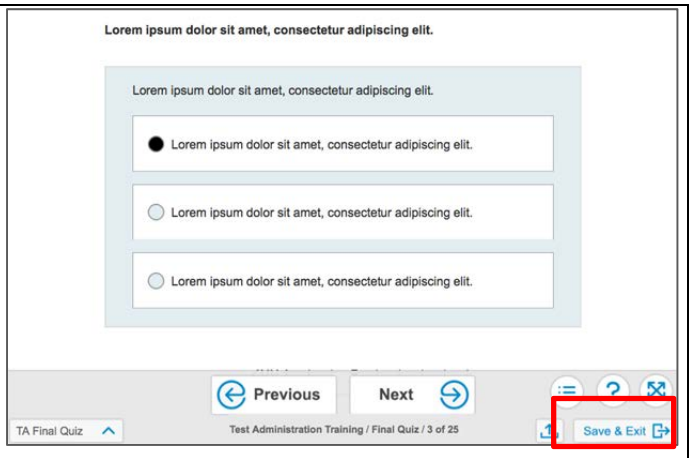
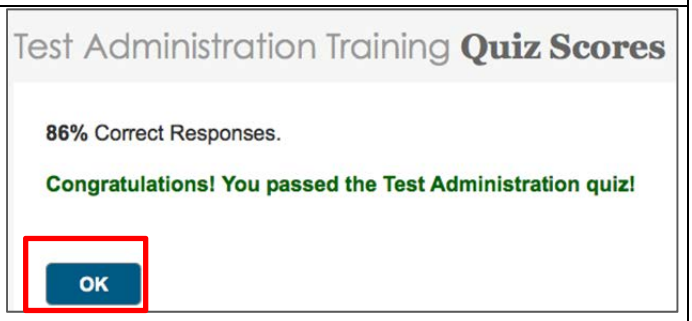
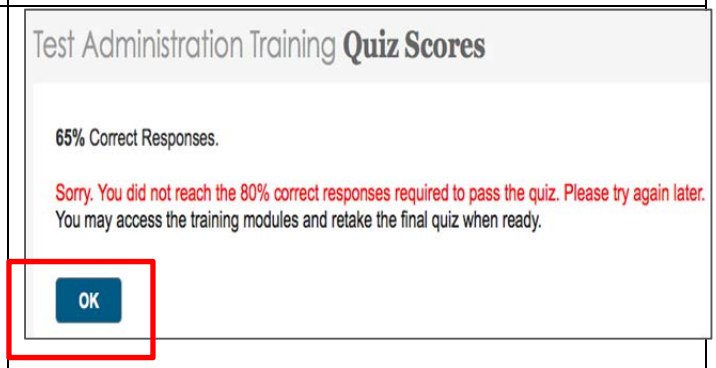
This section provides instructions to access and proceed through all of the required MSAA Online Test Administration Training Modules. Once all modules are complete, the TA needs to take the end-of-training final quiz and attain a score of 80% correct or higher. When this score is attained, the TA will be able to access test materials and administer the test to students once the test window opens on March 30, 2016.

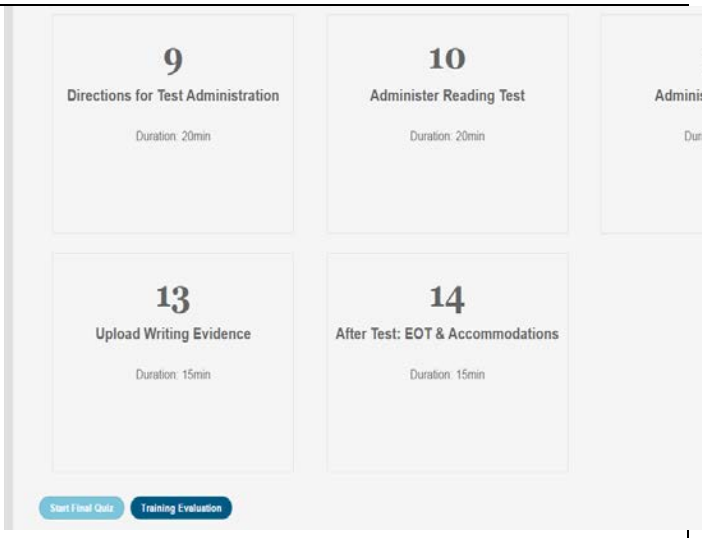
To access the training modules, click the **Test Administration Training** button in the top navigation bar or the **Test Administration Training** link on the footer of the home page.



The Test Administration Training home page will display. You will see the name of the course that is required for your TA role. Each of the blocks within the course represents modules that must be completed in sequence. The MSAA System will track your progress through the required training modules. Note: This screenshot is an *example* and not an actual representation of all the modules/names of modules your role will have to complete.	
A white block indicates a module that is unlocked and ready for you to view. Simply click on the block to start the training module.	
The system launches the training module in a separate window. Each module contains audio that can be turned on or off and the script that can be displayed or hidden. You may also pause the module, exit out of it, and resume at a later time. These instructions are provided in the first module. Some modules contain two- to three-question quizzes at the end. These quizzes do not have required passing scores. The MSAA System does not keep track of these end-of-module quiz results.	

Once you start a module in the MSAA System that module will be considered in Pending status. When you are finished with the module, you MUST click on the **Complete Module** link beneath the block to unlock the next module in the sequence and proceed through the course.	
Complete End-of-Training Final Quiz When all modules have been marked as completed, the **Start Final Quiz** button becomes unlocked.	
Click the **Start Final Quiz** button when available.	
The system launches the final quiz. Read the questions and select the correct answer. Click the Next or Previous buttons to proceed through the final quiz. For a detailed description of online test navigation tips (navigation, submit responses, etc.), please see the Navigate Online Test section in this User Guide.	

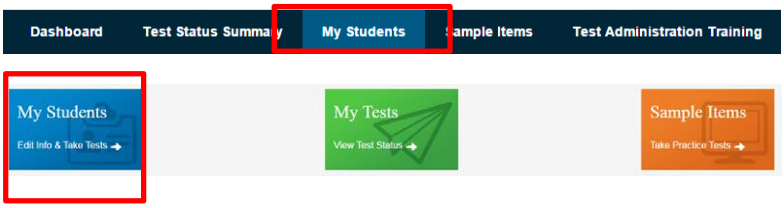
You can pause and resume the final quiz as needed. To pause, select the **Save & Exit** button. The system will redirect you back to the Training main page.	
When you are ready to resume the final quiz, select the **Resume Final Quiz** button on the Training main page.	
When you **Submit** the final quiz, the system will display your quiz results. If you pass the quiz, your user profile will be updated with a Training Complete status and you will be able to access test materials and student tests. Click **OK** to navigate out of this Training page.	
If you do not attain at least an 80% accuracy score on the end-of-training final quiz, the results display your score with a message similar to what is displayed here. You may retake the quiz more than one time. Click **OK** to return to the main Training page.	

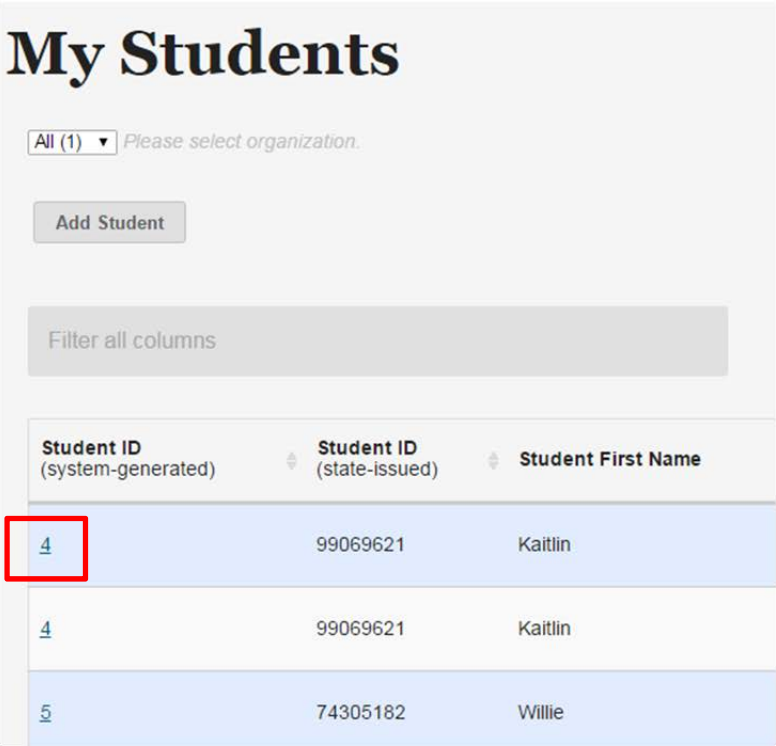
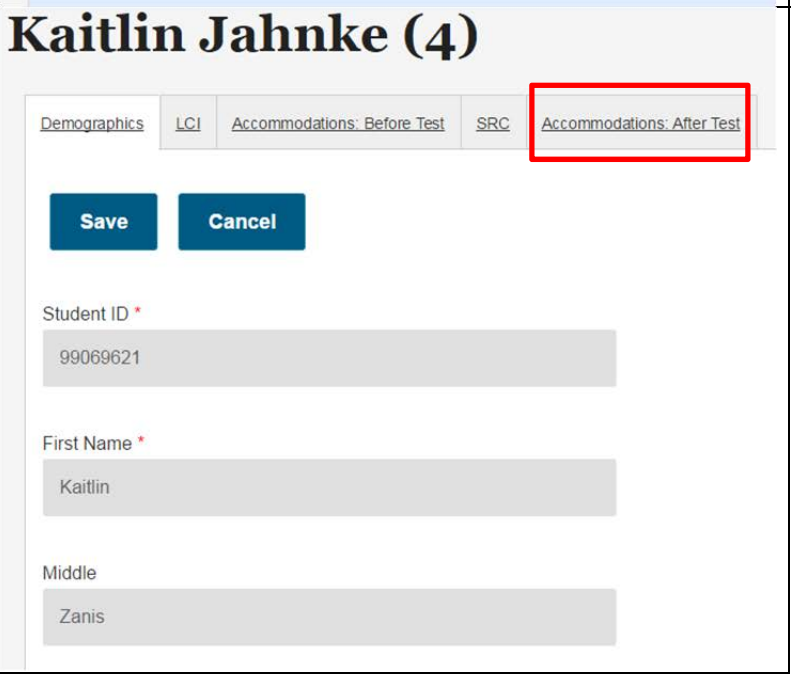
The training modules are available at any time during the test window to review information. Click the **Retake Final Quiz** button when you are ready (not shown at this time).	

After Test – Required Steps

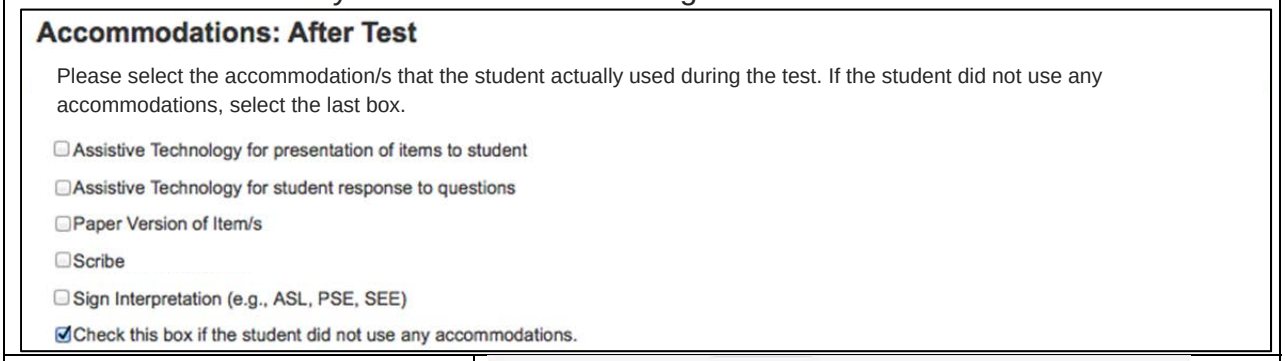
Accommodations: After Test

Once you have administered and submitted or closed the student's tests, return to the student profile to record the accommodations that the student actually used during the Test.

To return to the student's profile, select **My Students** from the navigation panel at the top, or click on the button from the main page.	

Find the student in the list and click on his or her Student ID number.	
Click on the **Accommodations: After Test** tab.	

Select the accommodations that the student actually used during the Test, not the accommodations that were made available to the student. Select the last option if the student did not use any accommodations during the test administration.



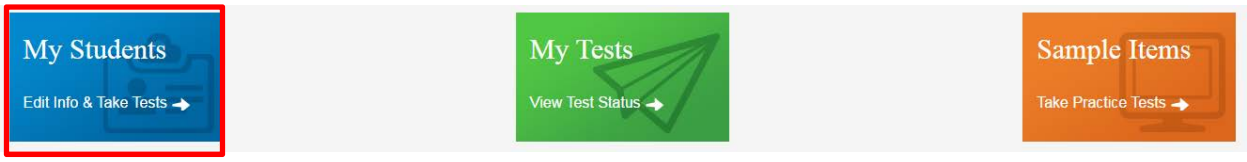
The system will display a confirmation about the update on the top of the page.

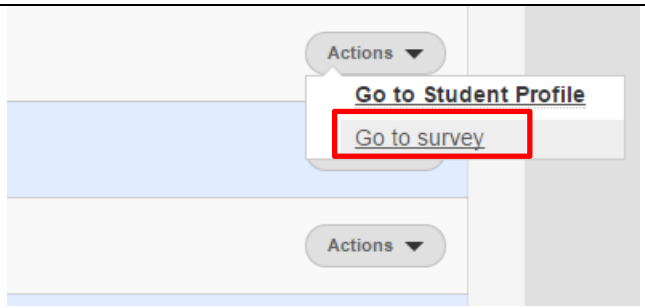
End of Test Survey

After the TA submits or closes each student's content area test, the TA completes only ONE End of Test Survey using the link for any one student.

End-of-Test Survey

Go to **My Students**.



If the test status is submitted or closed, click on **Actions** and select **Go to survey**.	

Administer and Navigate the Test

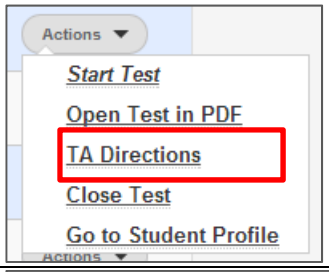
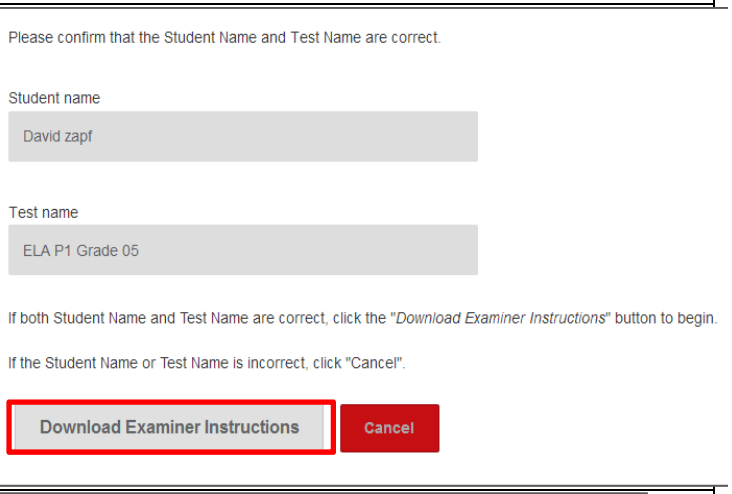
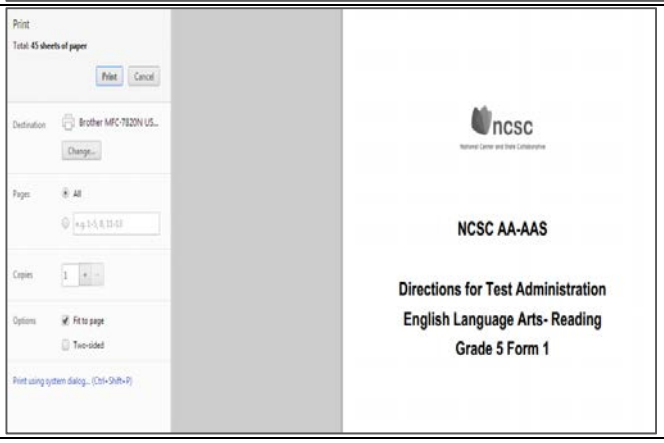
This section describes how to locate, start, or resume a test, or perform other test actions available for each student in the MSAA System. All actions will be launched from the same area within the system. The actions available include the following:

- **Go to Student Profile** This option is an alternate way to access the student profile as explained in the **Before Test – Required Steps** section of this guide.
- **Start Test** (or **Resume Test**) This option launches the online test for the selected student.
- **Open Test in PDF** This option opens the PDF file for printing a paper copy of the test for the selected student. The use of a paper test is an accommodation; please refer to page 22 in the Test Administration Manual for policy information regarding accommodations.
- **TA Directions** This option opens the DTA in PDF format. The PDF can be printed or downloaded electronically.
- **Close Test** This option permits the test to be closed IF one of the three criteria is met for a specific student. Please refer to the instructions in Part 3 of the Test Administration Manual, page 33, for the criteria that must be met before a test can be closed. Once a test is closed, the action cannot be undone, and a closed test cannot be accessed or reopened.

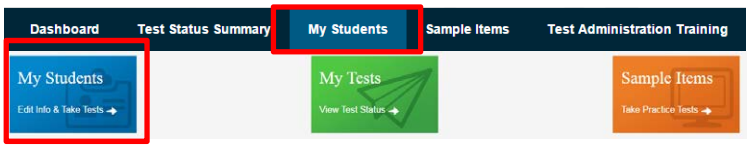
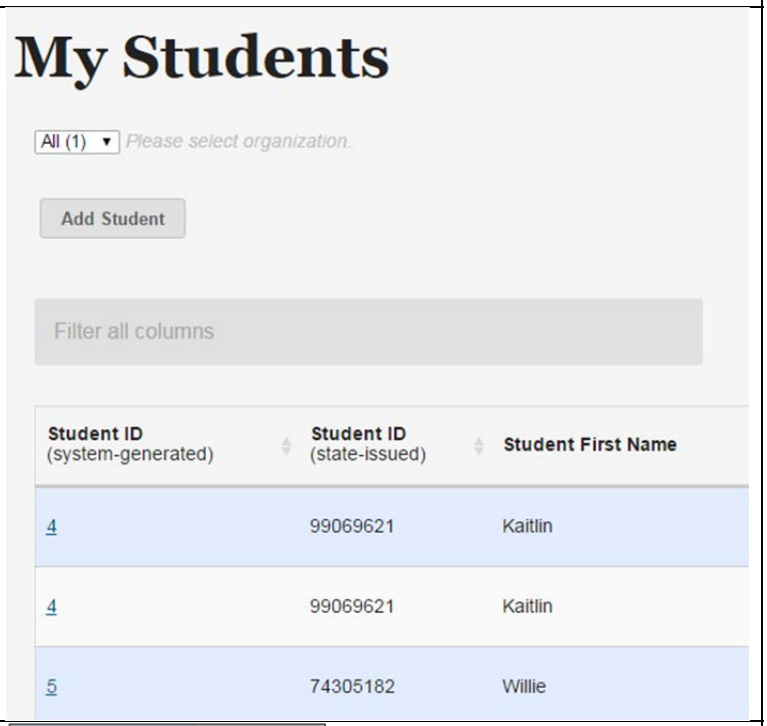
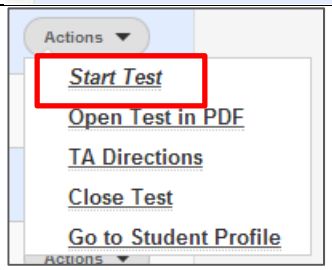
Important Note: Testing Requirement

You must only have 1 student test open in any one browser, different browsers or different computers at any given time. Attempting to open more than 1 test at the same time for the same student or a different student could force a test to be stalled as "In Progress (Locked)" test status. *Please call the MSAA Service Center for assistance with an "In Progress (Locked)" test.*

Access Directions for Test Administration (DTA)

TA Directions – this option refers to the DTA.	
Select **TA Directions**. You need to have Adobe Reader installed.	
Confirm the correct student/test was selected. Click on **Download Examiner Instructions**.	
The PDF document will open. Print as normal or view on a second computer during test administration.	

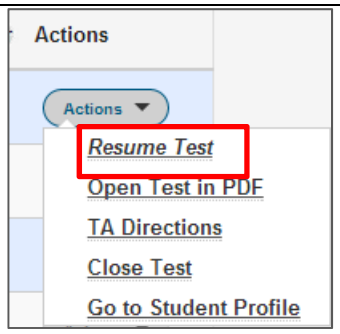
Start a Test

Select **My Students** from the navigation panel at the top, or click on the button from the main page.	
Locate the student test you wish to start and click the **Actions** button. The options that appear under the Actions button will be dependent on the status of the student progress with the test.	
<u>Start Test</u> Click on **Actions**. Select **Start Test** . This option appears if the test has not been started by the student/TA on the computer. Note: This option will not be available if the test status is In Progress (locked). Contact the Help Desk to unlock a test.	

Resume Test

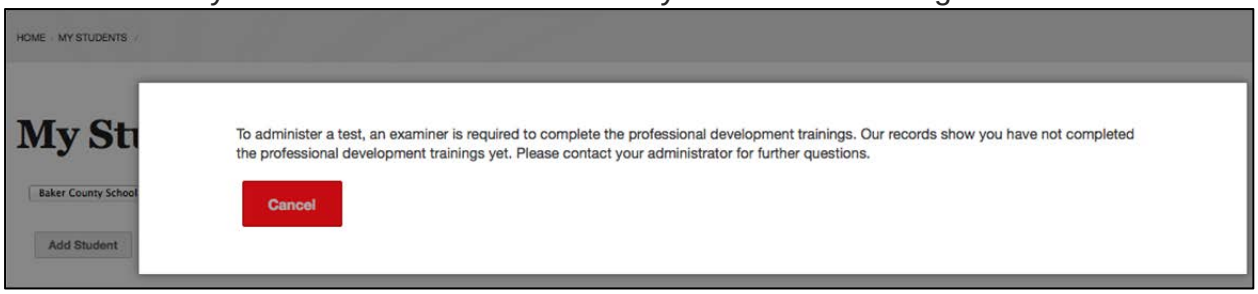
Click on **Actions**.
Select **Resume Test**.

This option is available if the test was saved/exited but not submitted after being started. The test status will be In Progress (Paused). The test may be resumed at any point during the test window.

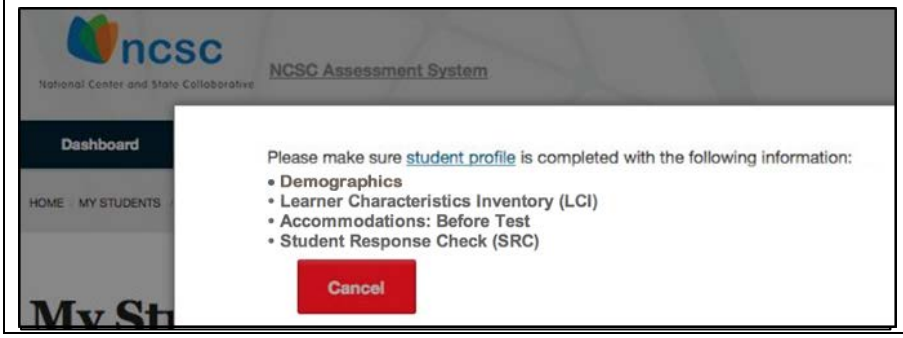


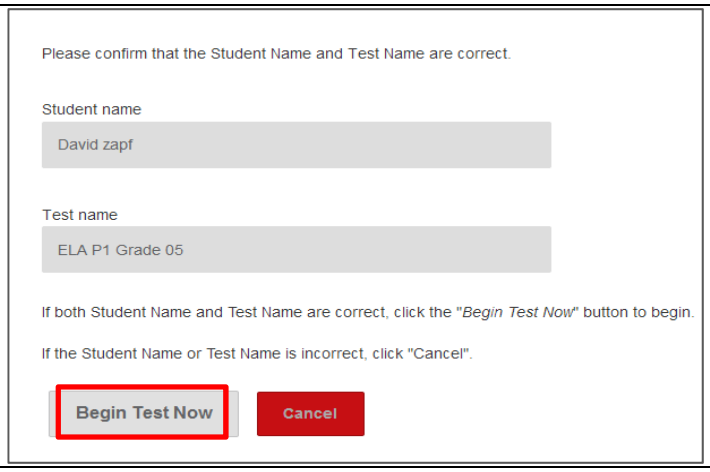
Start/Resume Test Warnings/messages:

1. **Training** A pop-up message appears reminding the TA that he or she must complete the required training and pass the end-of-training final quiz. Please contact your School Test Coordinator if you feel this message is an error.



2. **Student Profile** If the TA did not complete the required Demographics, LCI, Accommodations-Before Test, and SRC tabs, a warning notice will appear informing the TA of the tabs that need to be completed for the student. Click **Cancel** and return to the student profile as described in the **Before Test – Required Steps** section to complete the tabs. You will not be able to administer the test until these tabs are complete.



If all requirements have been met, a window with the student and test information displays. Confirm it is the correct student/test and click **Begin Test Now**.	
For more information about navigating through the online Test, please see the **Navigate Online Test** section in this User Guide.	

System Timeout

The MSAA System will timeout after 10 hours of inactivity, producing an error message. The following information will be useful in addressing this potentiality.

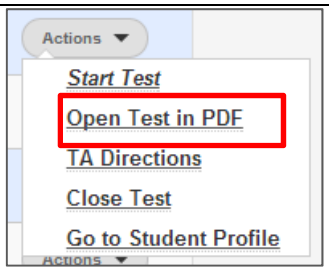
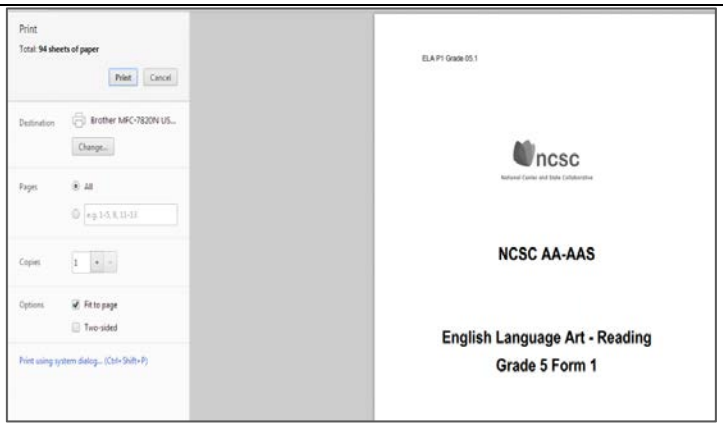
- Always select **Save & Exit** on the active item when planning to walk away from an open test session for a period of time.

If a TA fails to Save & Exit the test properly and an error message appears when they return to the test, close and reopen the browser, then log back into the system to resume the test.

- *Close and reopen the browser*
- *Log back into the system*
- *Resume the test*

Print Test

Open Test in PDF **Note**: The system does not allow you to access the test materials unless you have completed the Test Administration Training and passed the end-of-training final quiz.	
Select **Open Test in PDF**. You will need to have Adobe Reader installed. Refer to page 22 of the Test	

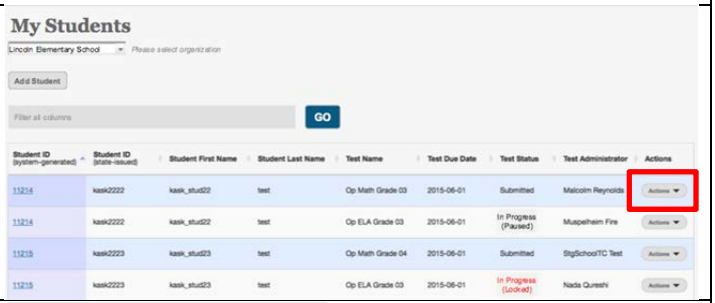
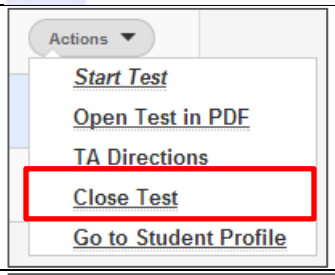
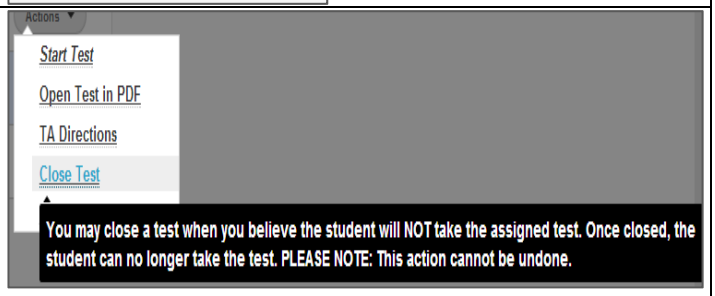
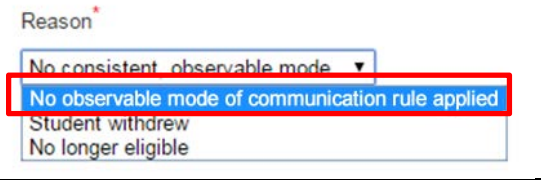
Administration Manual for information regarding the use of a paper test as an accommodation. Verify the student name and test name. If correct, click on **Download PDF**.	
The PDF document will open. Print as normal. Using a paper version is only for students who have this accommodation on their IEP, consistent with state policy.	

Close a Test

Close a Test

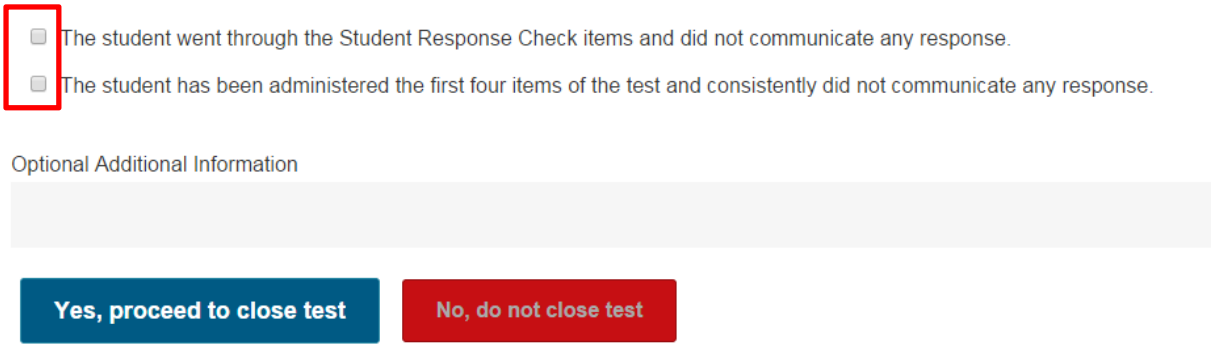
A student's test may be closed ONLY IF one of three criteria is met.

1. If the student **did not display** an observable response during the SRC, AND the TA administered the first four test items in **either** mathematics **or** reading AND **the student's response was not observable to any of the first four test items, the test may be closed.** If the student responded with an incorrect answer, the incorrect answer is considered a response and the TA must administer the rest of the assessment.
   - In the System, select the "no consistent, observable mode of communication" option, and then indicate which criteria was met to permit the test to be closed.
2. Student withdrew. A student withdrew from the current school. The receiving school is expected to continue testing the student.
3. No longer eligible. A student does not meet the eligibility criteria to participate in the MSAA. Please refer to page 19 of the Test Administration Manual – Student Participation Criteria.

The steps to close a test within the MSAA System are the same for each of these criteria.	
From the **My Students** page, locate the student's test you wish to close and click the **Actions** button.	
Select **Close Test**.	
When the option to close the test has been selected, a warning message appears. You may close the test if one of the three criteria for closing a test is met and the student will NOT take the test at any time. Please note, once this action has been performed, the student will no longer have access to the test. This action is cannot be undone.	
The Close Test pop-up window opens. Click on the arrows by the **Reason** dropdown menu to select an option.	
No observable mode of communication rule applied: Select this option if the student meets this criteria as described in #1 above.	
Select **Reason** from the dropdown menu.	

When selecting the no observable mode of communication rule, the system requires the TA to select the two precondition checkboxes in order for the **Yes, Proceed to close test** button to become active.

The TA must read each statement and confirm that the rules to meet these criteria for closing the test have been applied. If each statement is true, click in the checkboxes. You may also enter additional information in the **Optional Additional Information** text field.



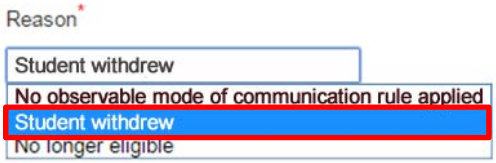
Click **Yes, proceed to close test**.

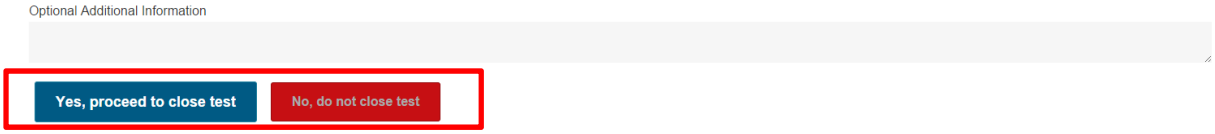
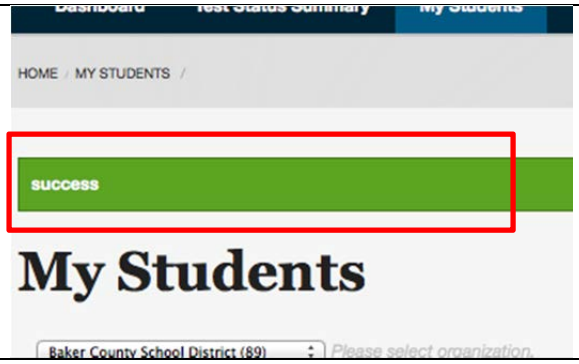
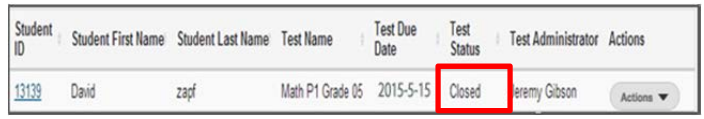
If you made an error and do not wish to close the test, click **No, do not close test**.

Student Withdrew or No Longer eligible

If the student has met the criteria for either **Student withdrew or No longer eligible**, select the appropriate reason from the dropdown menu.

An additional field will appear. Please enter additional comments in the **Optional Additional Information** box to explain why the student withdrew or is no longer eligible.



After selecting one of the three criteria and filling in additional fields, select the **Yes, proceed to close test** button. If the close test option was selected in error, click the **No, do not close test** button.  	
The system displays a confirmation message at the top of the page.	
When the test has been closed, the **My students** page displays the test status as "closed." The TA responsible for closing the test will be identified in the Test Administrator column.	

How to request reopening a closed test

On rare occasions it may be necessary to request the reopening of a test that was put into Closed status during the assessment window, such as when a test is accidentally closed prior to completion. In these circumstances, the request must come from a State MSAA Coordinator or District TC. **Measured Progress cannot process requests of this nature from TAs or school-level TCs.**

When a student test is Closed, the system will automatically close the student's other test (applying the same Close reason) unless the other test is In Progress and contains some student responses. In this case, the second test must be closed separately.

To reopen a closed test:

The district- or state-level TC should call the MSAA Service Center (**1-866-834-8879**), confirm your identity and role, and identify the student and the test or tests

that need to be reopened. The Service Center agent will prompt for the necessary information.

If the student tests were closed at separate times (see above), the TC must specifically request that both tests be reopened if that is desired. Tests that were closed simultaneously will be reopened simultaneously.

Please do not send student-identifiable information via email. State MSAA Coordinator or District TCs must phone this information in.

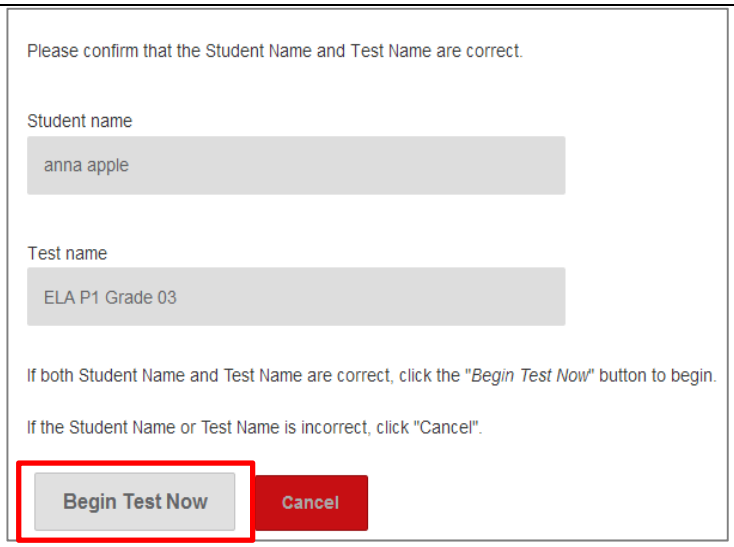
Measured Progress will aim to process requests received by 2:00 PM ET within 24 hours.

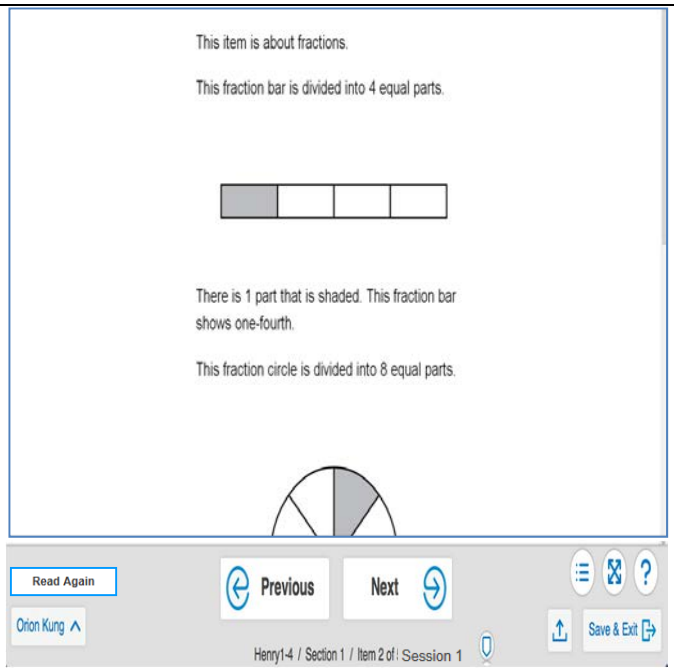
Navigating the Online Test

Students do not have direct access to the MSAA System; they are not provided with usernames or passwords. As described in the Administer and Navigate the Test section, TAs will log into the MSAA System and start each student's test. Although students cannot log in directly, they will access the test on the computer via the TA's login. This next section provides information on how to start the test on the computer and how to navigate through the online test.

As a quick review, to start the test, the TA will:

1. Click on **My Students** from the navigation panel.
2. Locate the student in the list and click on **Actions>Start Test**.
3. Confirm the student name, grade and test.
4. If the student and test are correct, select the **Begin Test Now** button.
5. If the wrong student was selected, click the **Cancel** button to return to the **My Students** page. Repeat process to find the correct student.



After starting the test, the first question in the test will be displayed. The screenshot on the right is from a sample math test page. The item will be prominently displayed in the middle of the screen. If applicable, a scroll bar will appear on the right side. Depending on your computer and the operating system, you can increase or decrease the size of the text and graphics by following your computer shortcuts (refer to Appendix A for more information). For example, on PCs, pressing the control key and the plus sign key at the same time will increase the size of the text on the screen. Holding the control key and the minus sign at the same time will show more of the item content on the screen at one time.	

Understand the Toolbar Buttons

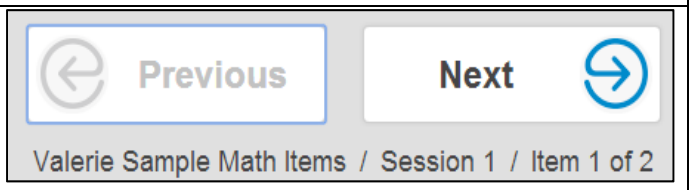
The toolbar located at the very bottom of the item displays (left to right):

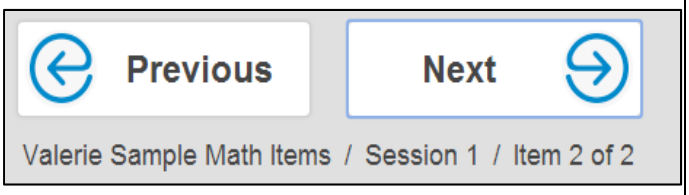
- **Read Again** button – shortcut to return to the first page of the item.
- **Previous** button – moves back one screen.
- **Next** button – moves forward one screen.
- **Question List** – a question summary page noting answered and unanswered items.
- **Toggle** button (full screen mode)
- **Support** button – provides information to contact the MSAA Service Center.
- Student Name
- Name of Test/Session/Current question # out of total # of questions.
- **Bookmark** - mark an item to be reviewed at a later time.
- **Upload Evidence** – upload images of student work for constructed-response writing items.
- **Save & Exit** – saves the test and exits out of the test. Test may be resumed later.

Previous and Back – these buttons will move you sequentially through the questions and the test.

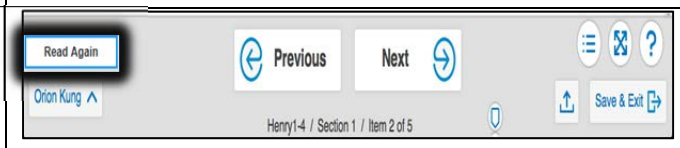
The item count section below these buttons will change based on where you are in the test.

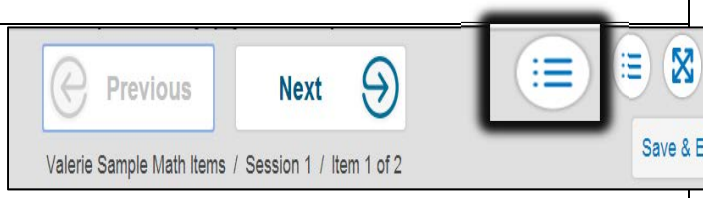
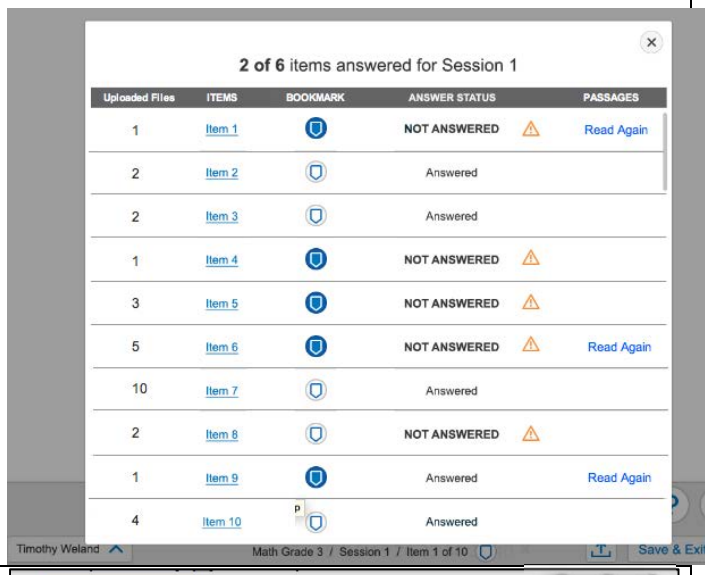
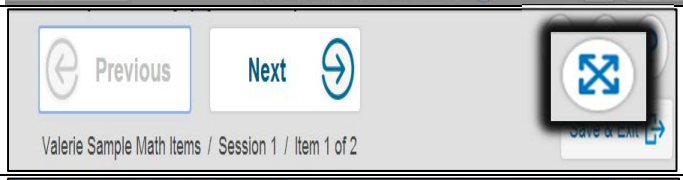
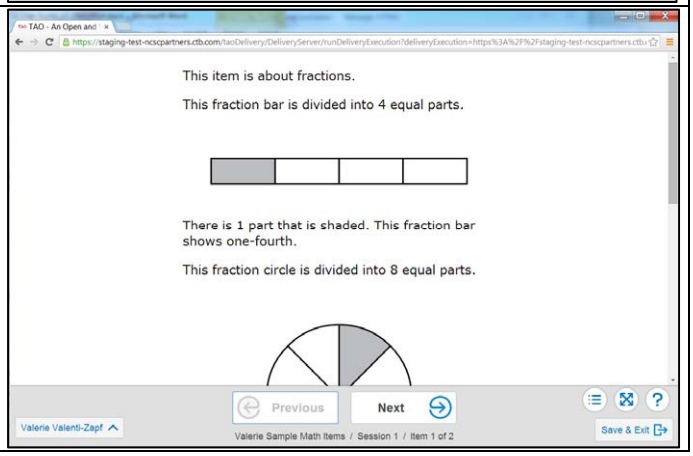
In the first screenshot, you see that the student is on Item 1. When you click on **Next**, you will see the item count now displays that you have moved on to question 2 (second screenshot).

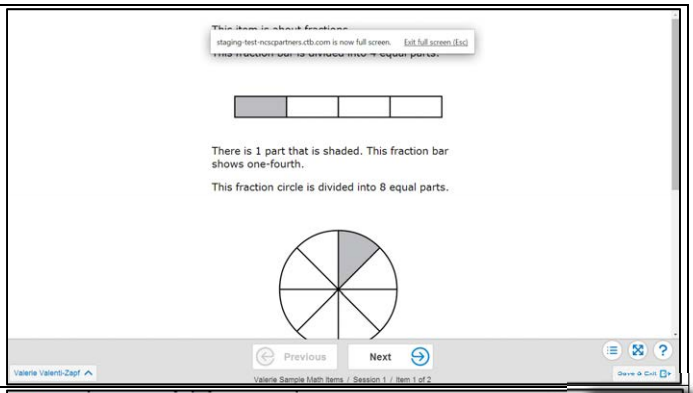
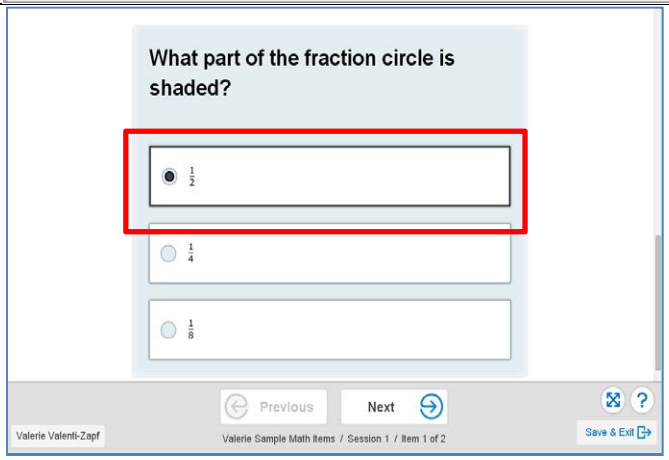


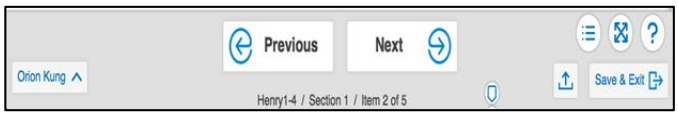


Read Again
Some items, particularly reading items with passages, have multiple screens to navigate through. If the student wants to read the item again, click the **Read Again** button. This will return the display to the



first screen of item.	
Question List button – this button will provide you and the student with a summary of the questions that have or have not been answered. Click on the Item # in the Items column to go directly to the item. It will display questions that the student bookmarked for further review. The Read Again option is also available. Click on the link to return to the first screen of the applicable item.	 
Toggle button – this button provides full-screen mode for viewing the item.	
This is an example of the test when it is not in full-screen mode. The address bar and Internet tabs are viewable.	

Full-Screen Mode – this is an example of full-screen mode – no Internet tabs or address bars are visible. When you toggle to this view, your browser will provide instructions on how you exit the full-screen mode. Or you can simply click on the Toggle button again to exit that view.	
Support button – this button will provide you with the phone number to the MSAA Service Center should you experience technical difficulties and/or need assistance.	
<u>Answer a Question</u> Each question will have answer options that appear in a stacked format. Each answer is contained within a "tile." The answer option will also have a radio button on the left side. To answer a question: ➢ Click anywhere in the tile to select answer, or click directly in the radio button. ➢ To change an answer, simply click in another answer tile or radio button. ➢ Then select the **Next** button to move on to the next page in the test.	

➢ Responses are automatically saved upon clicking the **Next or Previous** button. ➢ Questions can be left blank. Click **Next** or **Previous** to proceed through the test.	

Pause / Resume Test

TAs may wish to pause testing for a variety of reasons, including the creation and capture of student evidence for CR writing items. This tip sheet explains the two ways to pause testing and which one allows evidence upload after reopening the test.

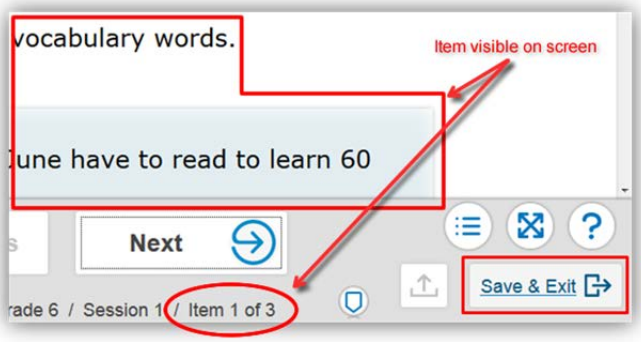
Pause = Save & Exit (But…!)

If there's a need to take a break while testing a student, TAs should click the **Save & Exit** button. <u>But it makes a difference where you are in the test when you click the **Save & Exit** button</u>. Choose the option below that is best suited to your need.

Option 1: To Review Items or Upload Evidence upon Resuming Test

- While viewing any item in a session, select **Save & Exit**.

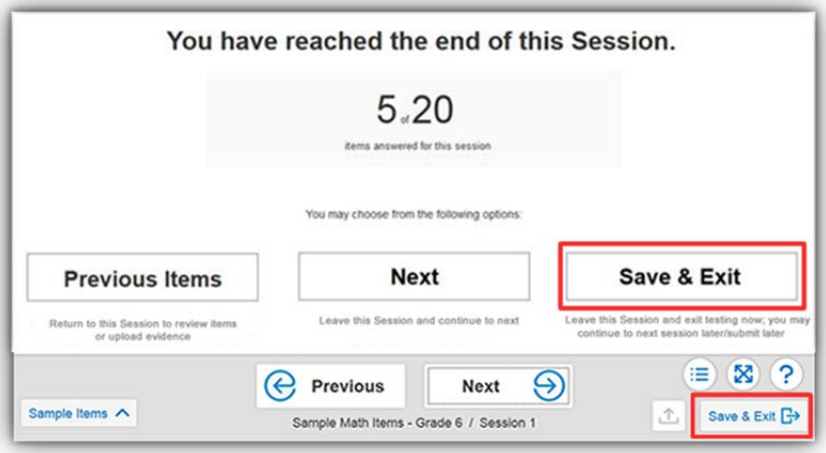
This is the critical step. **You must complete this action when an item is visible (as shown in the sample item below), <u>not</u> from the screen that states, "You have reached the end of this Session."*



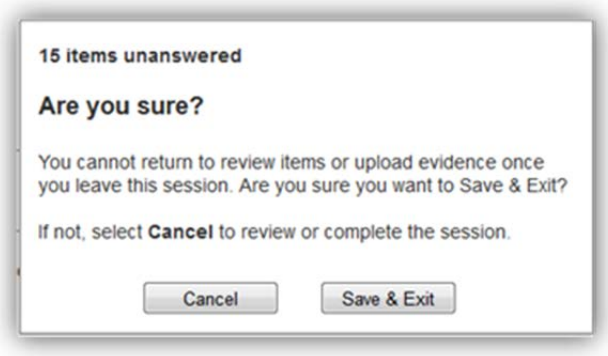
- You will receive a “Thank you” notification and be returned to the My Students roster view.
- Complete offline activities (for example, creation of student evidence).
- Log in & select **Resume Test** from the Actions button (visible in the My Students view).
- The test will resume at the item you exited from.
- You may now review items in that session or upload evidence for an item in that session.

Option 2: To Continue to Next Session or Submit Test upon Resuming Test

- Progress through the test until presented with the End of Session screen that states, “You have reached the end of this Session.”



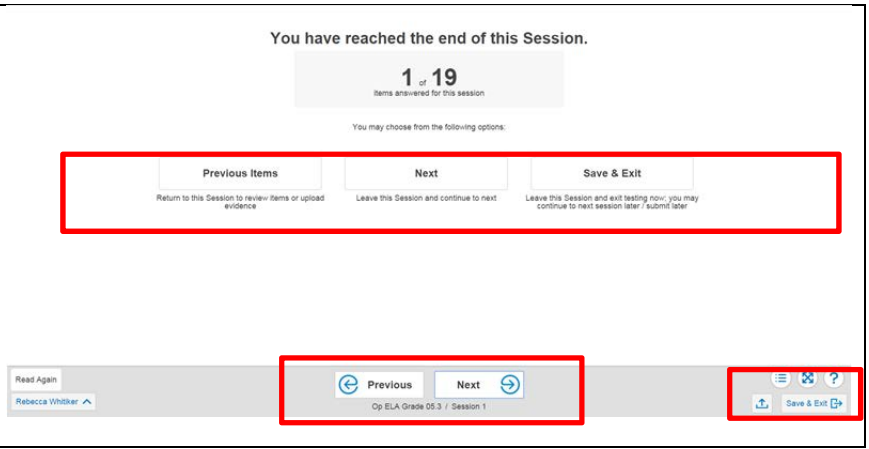
- While on this End of Session screen, select **Save & Exit** button.
- You will be prompted to confirm your selection, and you will be reminded that <u>you will not be able to review the items in this session or upload evidence for items in this session</u> if you choose to continue.



- You will receive a "Thank you" notification and be returned to the My Students roster view.
- To continue, select **Resume Test** from the Actions button (visible in the My Students view).
- The test will resume at the first item of the next session or the Submit button (if you were at the end of the test).
- You will be able to administer the next session or Submit the test. You will not be able to go back to previous items.

End of Session

Each content area test has multiple sessions. You will know when you are reaching the end of the session by reading the Item Count text below the Previous/Next buttons.

When you click **Next** while on the last question in the session, you will see a page that states: "**You have reached the end of this Session.**"	

Three Options:

Option 1: Click on the **Previous Items** button on the main screen or the **Previous** button on the footer to go back and review/edit previous questions within the session that just ended.

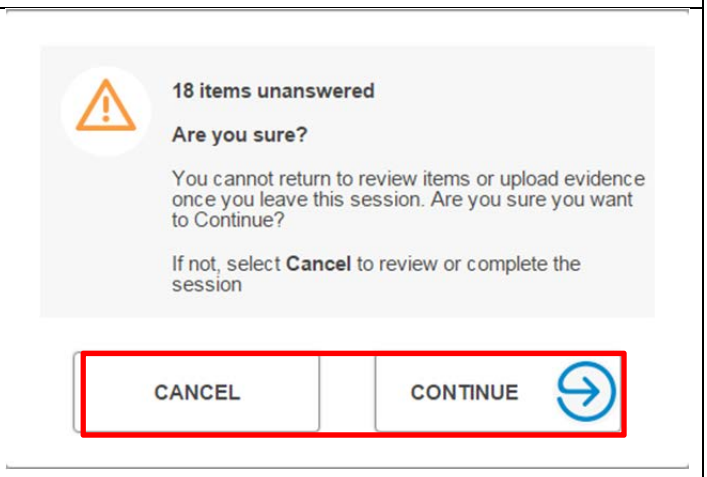
Option 2: Click on the **Next** button on the main screen or the **Next** button on the footer to continue to the next session. If you click on this option, you will NOT be able to review any of the questions in the session that just ended.

Option 3: Click on the **Save & Exit** button on the main screen or the **Save & Exit** button on the footer to pause the test here and resume at a later time. Should you choose this option, you can resume the test at a later time; however you will NOT be able to review the items within the session that just ended.

Should you choose to proceed with the test by clicking on either the **Next** button on the main screen or the **Next** button on the footer, you will see this message warning that you cannot return to the session you just left once you click on Next.

If you have made an error by selecting this option, and you still wish to review the items, simply click **Cancel** and then click on the **Previous** button to return to the session that just ended.

Clicking **Continue** will take you to the next session.

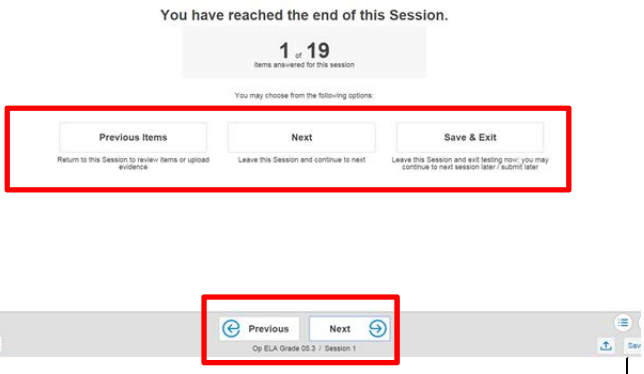


Submit Test

When you have reached the end-of-session page for the last session in each test you have three options:

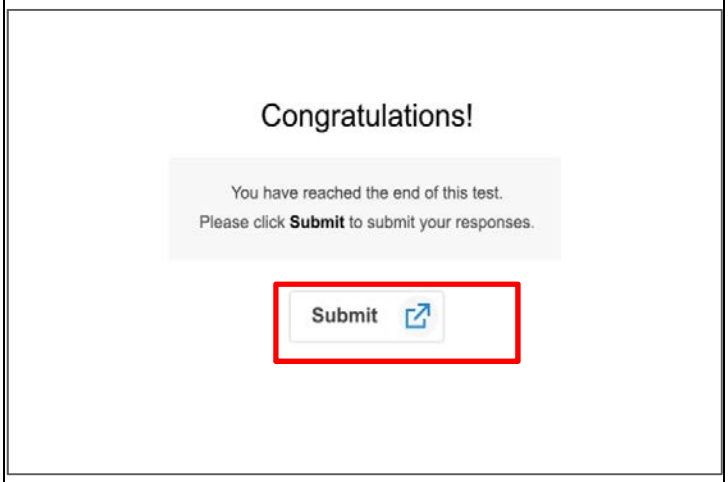
- Review the items in the session as previously described.
- Pause the test and come back to it at a later time (same rules as described in the previous session still apply).
- Complete the session and submit the test.

If you and the student are ready to complete and submit the test, click the **Next** button.



You will receive a Congratulations message, informing you and the student that the end of the test has been reached and it is now ready to submit.

Click the **Submit** button.



Click **OK**.

The student's test has now been submitted, and you will be returned to the **My Students** page.

The test is now considered complete.

When you close the pop-up window, the system takes you back to the **My Students** page where you will see the student test status as *Submitted*.

Student ID	Student First Name	Student Last Name	Test Name	Test Due Date	Test Status	Test Administrator	Actions
358	Orion	Kung	Henry1-1	2014-12-31	Submitted	Joanne Kelly	

Submitting Test Results

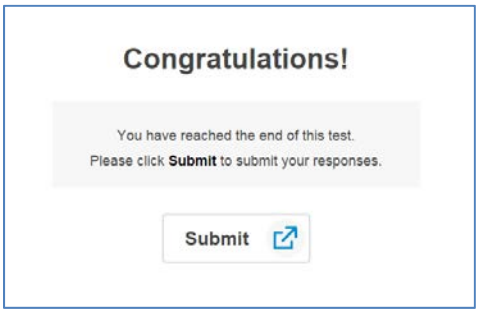
All tests must be submitted by May 13, 2016 at 7:00pm Central Time.

When a test is complete, it is critical that TAs *submit* the test. Once a test is submitted:

- The test status will change from **In Progress** to **Submitted** on the *My Students* page, indicating that student responses have been received.
- The **Go To Survey** link in the Actions Menu will be enabled.

To Submit A Test

Once the TA has navigated through the entire test, the following screen will appear. The TA must select the **Submit** button on this screen.

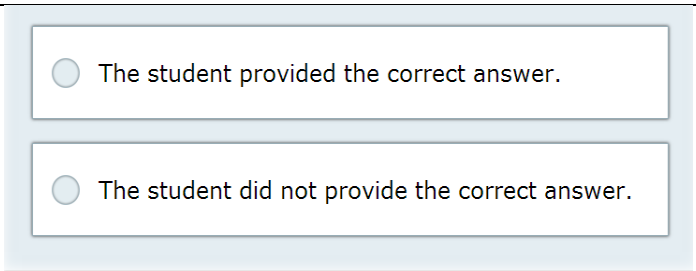


If your browser closes before you Submit the results, you may navigate back to this page in order to complete this step.

- *On* My Students *go to the* ***Actions*** *Menu and select* ***Resume Test****.*
- *The screen above will appear.*
- *Click* ***Submit****.*

Constructed-Response: Mathematics Completion Items

The constructed-response (CR) mathematics completion items require students to develop an answer rather than select an answer from response options. CR items are presented as novel tasks, using materials and content presented in an on-demand test format. Directions and materials needed for administering CR items are in the DTA that accompanies each test form. Not all grade levels include mathematics CR items. When presented with these items, the TA will indicate in the MSAA System if the student provided or did not provide the correct answer based on the scoring rubric in the DTA.

This is an example of the answer responses that the TA has to complete for a CR mathematics completion item. The TA will simply click anywhere in the tile or in the radio button of the applicable response.	

Constructed-Response: Writing

The CR writing item requires students to produce a permanent product in response to a writing prompt. The CR writing item is presented in a standardized, scripted sequence of steps. The student or TA must record the response to the prompt on the response templates that are in the MSAA System.

For the CR writing item, students may enter their writing product into the response template in the system. If the student has the scribe accommodation, then the TA or scribe will type the student writing product into the MSAA System.

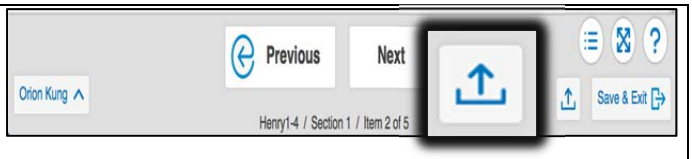
Capture Evidence

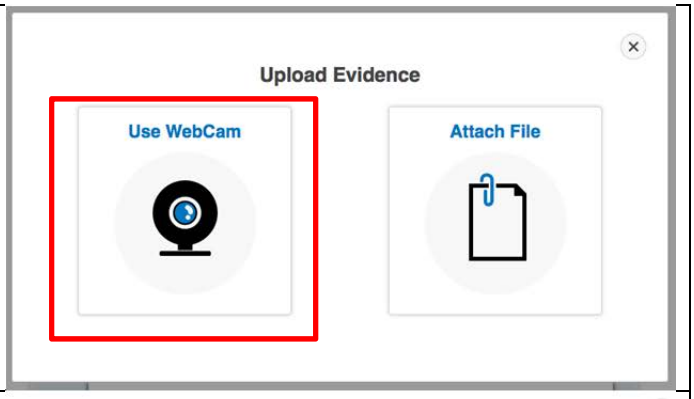
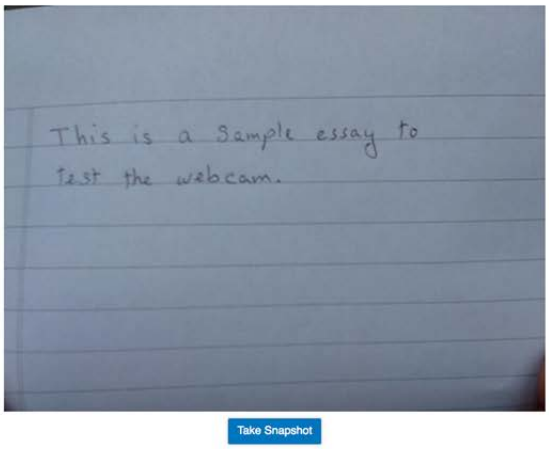
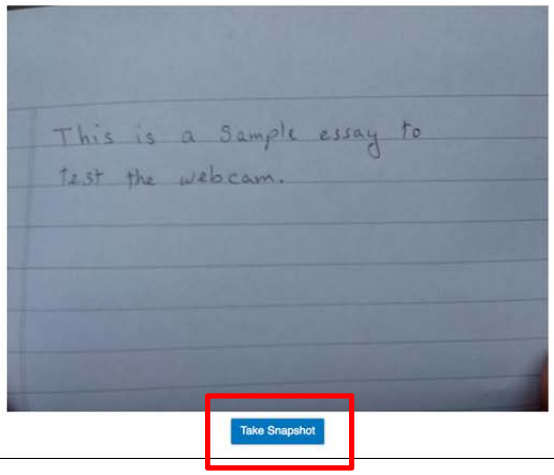
There are two ways to capture student evidence for the CR writing in the MSAA System:

1. Use the computer webcam to capture an image of the evidence.
2. Scan the evidence using a scanner, and upload the file as an attachment.

For both ways, upload the evidence while the applicable item is still on the test screen. Doing this ensures that the item #, test form, student profile, and TA information are captured when the test is submitted.

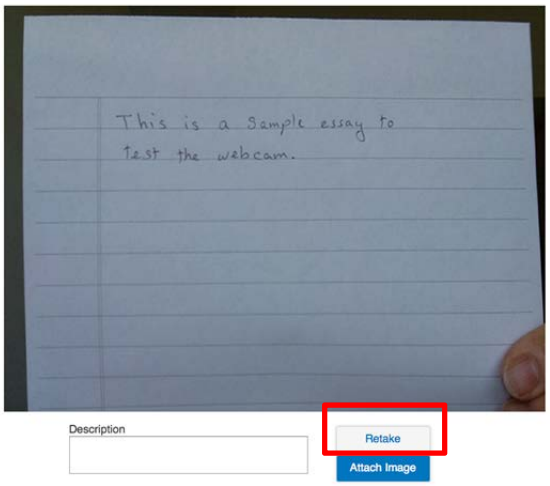
1. Capture Evidence Using Webcam

When you are administering the writing item, an additional button will be displayed in the toolbar at the bottom of the page. This is the **Upload Evidence** button. Click on this button to begin the evidence upload process.	
A pop-up window provides you with two options to capture evidence.	

Select the **Use Webcam** button if your computer has one.	
The screen will provide a window that will display whatever you place in front of your computer's webcam.	
The captured image will be displayed for preview. Position the camera or document in a way in which the evidence can be clearly seen. When ready, click the **Take Snapshot** button.	

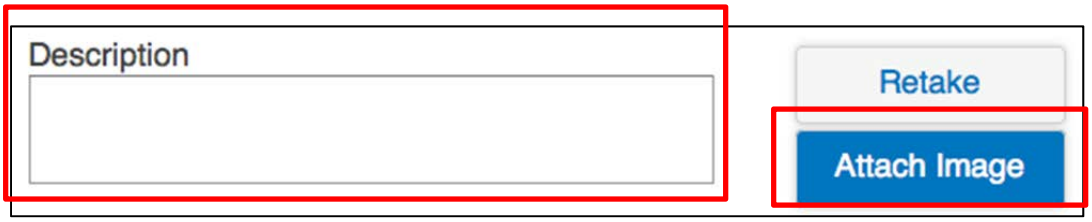
The screen will display the "photo" of the evidence.

If you are not satisfied with the captured image, click the **Retake** button and repeat the process.

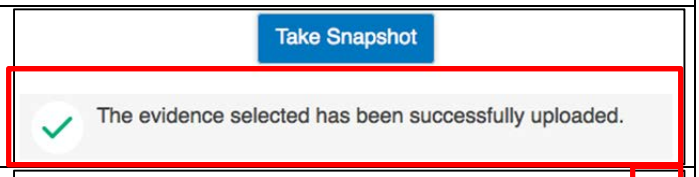


If the image is acceptable:

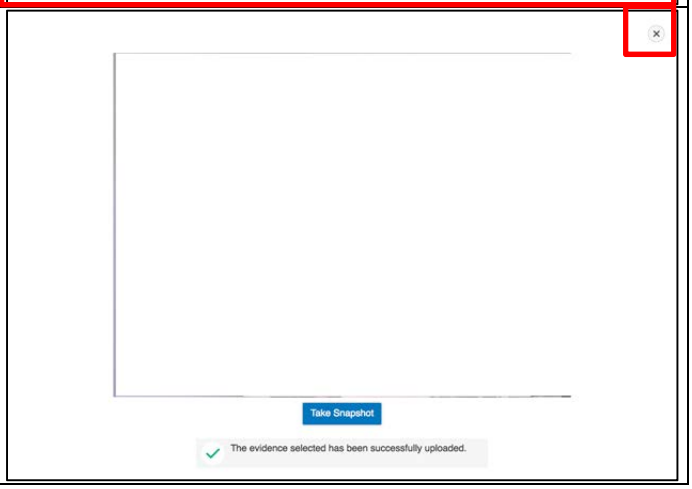
- Enter a description for the captured image in the Description box.
- Click the **Attach Image** button.



A confirmation message appears in the bottom of the page.

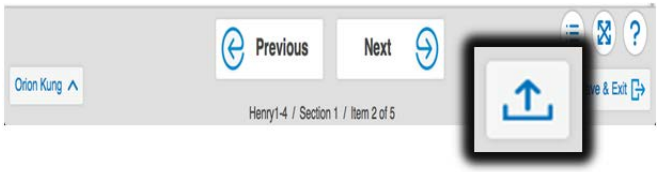


Click the **X** in the top right corner of the screen to close webcam display.



2. How to capture evidence if you don't have a webcam

3. When you are administering writing items, you are required to upload evidence of the student's work. During the writing sessions of the test, an additional button will be displayed in the tool bar at the bottom of the page. This is the **Upload Evidence** button**.**



4. If the computer you are using does not have a webcam to use for capturing evidence, you will be required to upload evidence as an Attached File.

   It is important to upload the evidence before the session is closed. Once the session is closed, you cannot get back to the item for which you wish to upload evidence.

5. When the student completes the writing product, pause the test (use **Save & Exit**) while the item is displayed on the screen.

6. Capture the evidence/student work using a scanner or camera. Please note the following:

   a. Some large-scale printers have built-in scanning functionality.

   b. A school-issued camera may be able to provide an image in the appropriate file type.

   c. The only acceptable evidence file formats are: *.PNG, *.JPG, or *.JPEG. *.PDF formatted files will <u>not</u> be successfully uploaded.

7. Save the files to the computer where you will resume the student test.

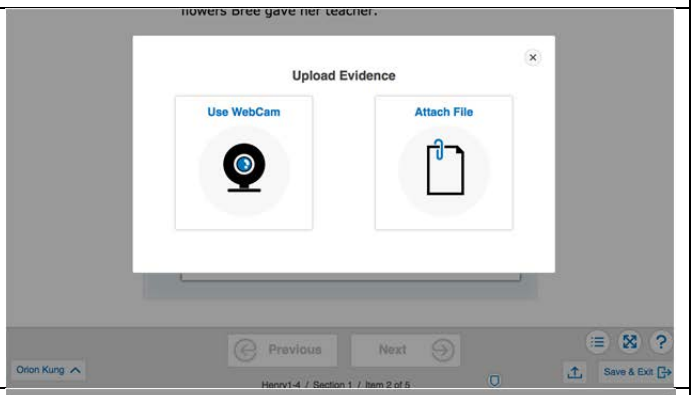
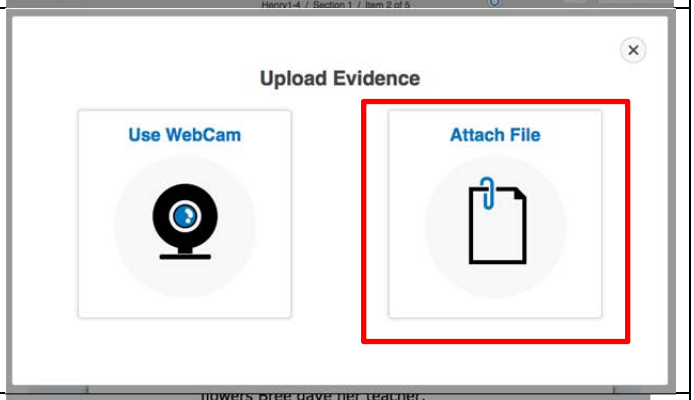
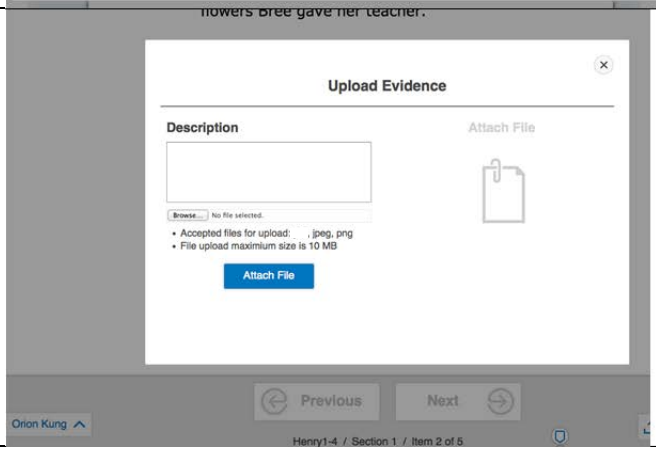
   a. Two possible ways to save the files to a specific computer are by emailing the files to yourself and logging in from that computer to download the emailed files or by saving the files on a shared server space which you are able to access from any work station.

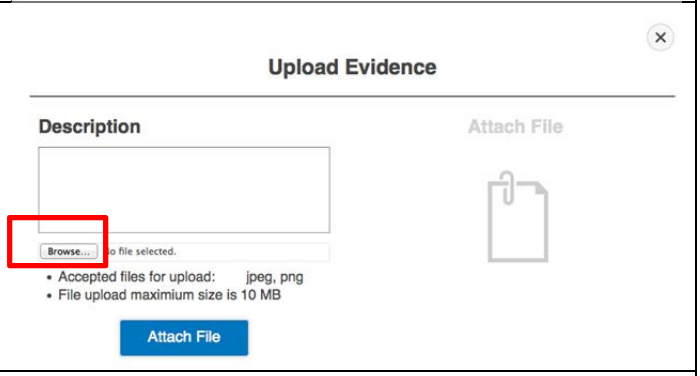
   Note: If the evidence you capture contains identifying student information, please ensure that you are handling the data in a way that complies with state (or other) security policies pertaining to student information. Secure materials must be handled in compliance with FERPA and other federal & state regulations, as well as existing MSAA policy.

8. When ready, resume the test for the same student. Use the on-screen prompts to Upload Evidence and Attach Files.

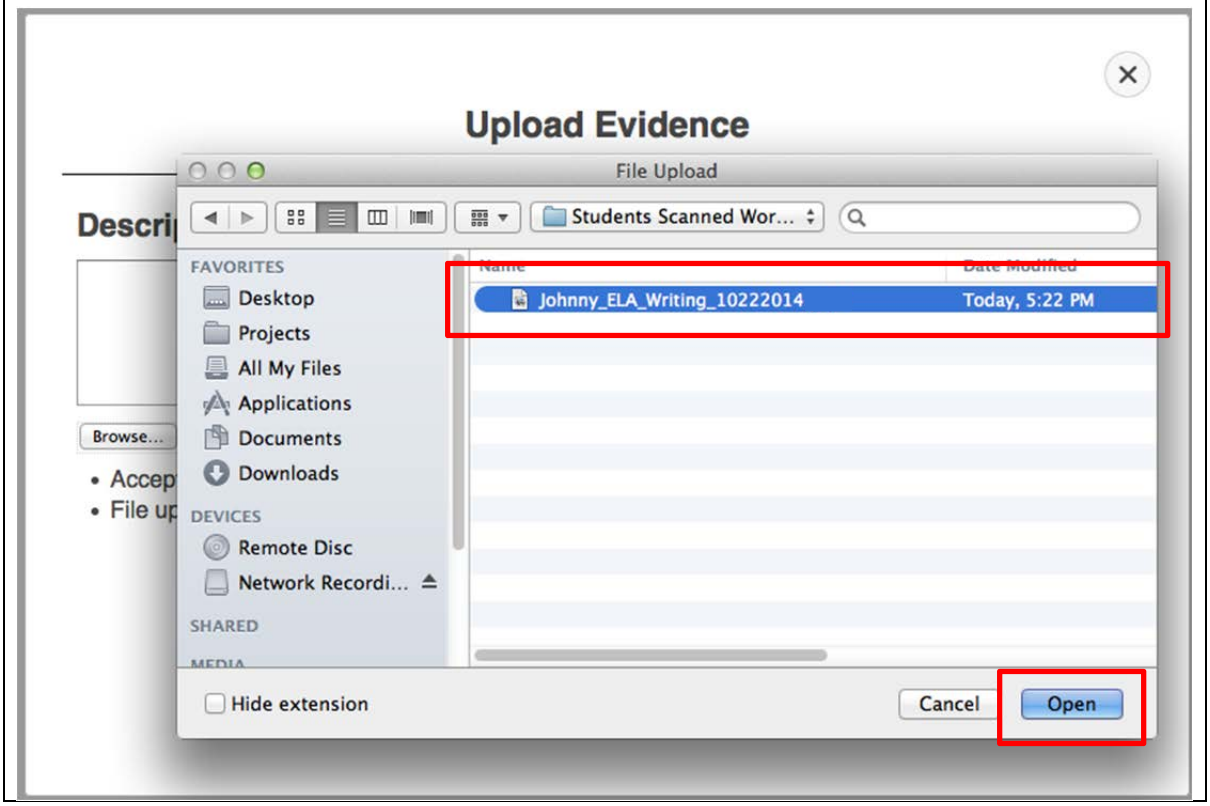
   a. When prompted, please add the student's name, ID number, grade and item number as part of the description on the Upload Evidence pop-up box. This will provide another means of evidence identification.

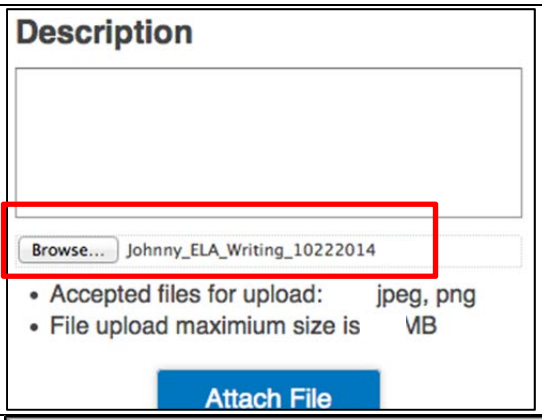
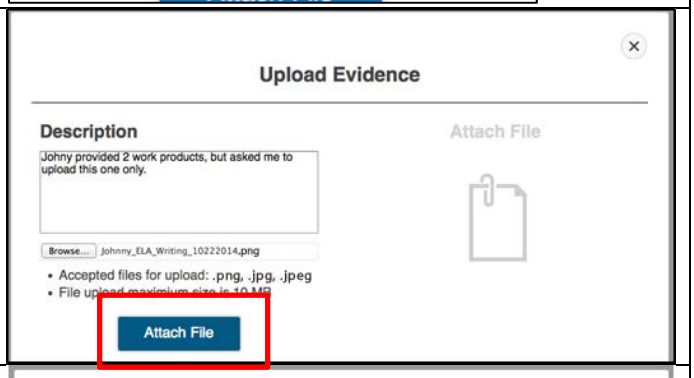
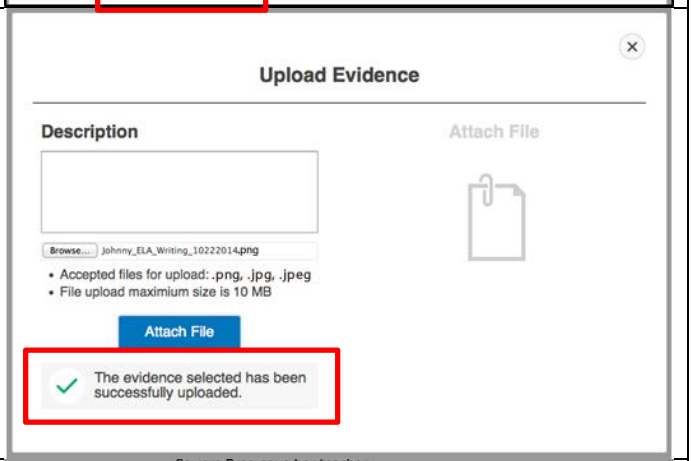
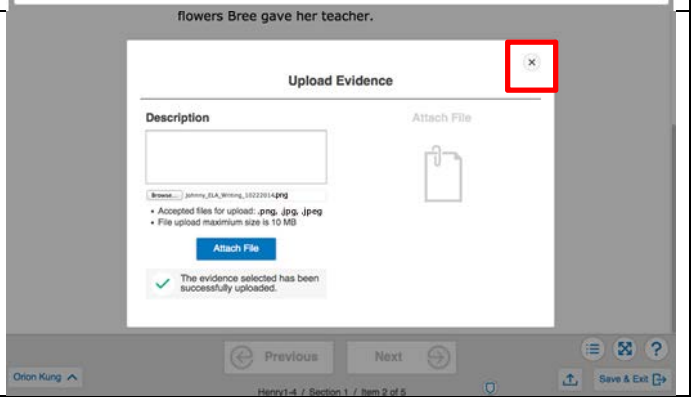
b. For more specific instructions, please refer to the Test Coordinator User Guide.

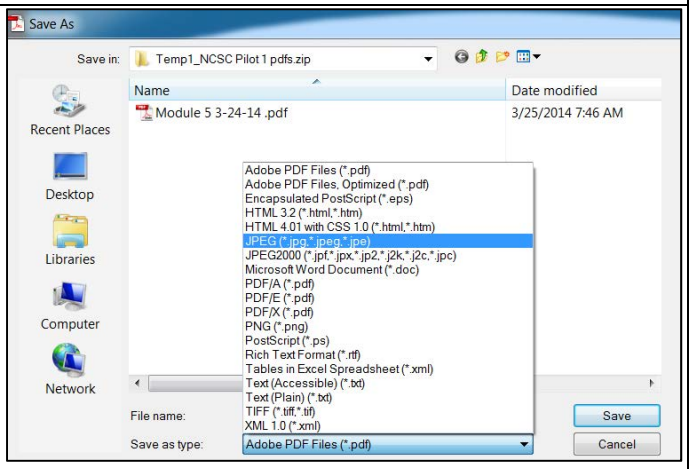
When you are administering the writing items, an additional button will be displayed in the toolbar at the bottom of the page. This is the **Upload Evidence** button. Click on this button to begin the evidence upload process.	
A pop-up window provides you with two options to capture evidence.	
Select the **Attach File** button for scanned documents.	
A new pop-up window opens.	

Type a description into the Description box. Please add the student's name, ID number, grade, and item number as part of the description.	
Then, click the **Browse** button to select the file that contains the scanned image of the student work product.	

Select the file that contains the scanned image, and click **Open**.



The selected file name appears next to the **Browse** button.	
Click the **Attach File** button when you are ready.	
The system will provide you with a confirmation.	
Click the **X** in the top right corner of the pop-up window to close it. The system will take you back to the item for which you just uploaded the evidence.	

Save .PDF files as .png .jpg or .jpeg	
PDF files are not acceptable file attachments for uploading and will be rejected by the MSAA System. All scanners are different and may save the scanned document in different formats. Should your scanner save images as a .pdf file by default, you **must** open the .pdf, click **Save As**, and select one of the acceptable formats — .png, .jpg or .jpeg — from the **Save As Type** field. Once the document is saved in the accepted format, you can upload the evidence as previously described.	

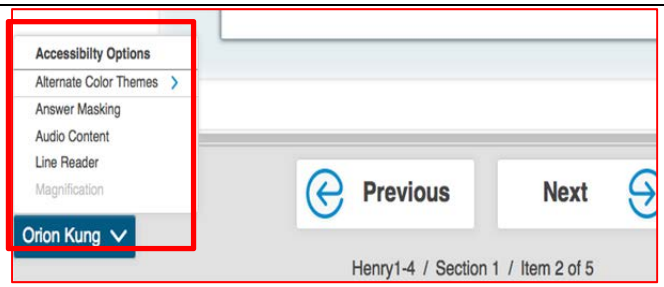
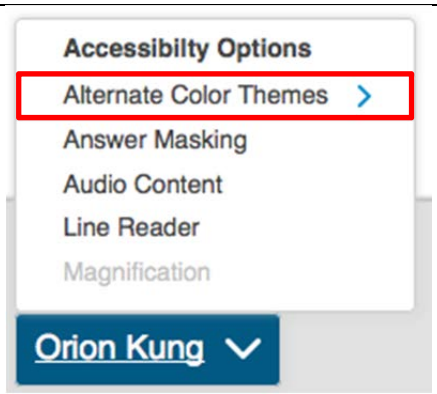
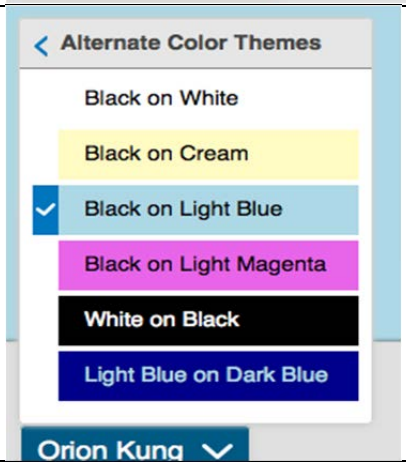
Assessment Features

This section prepares you to use the assessment features that are available directly in the MSAA System.

The following assessment features are available:

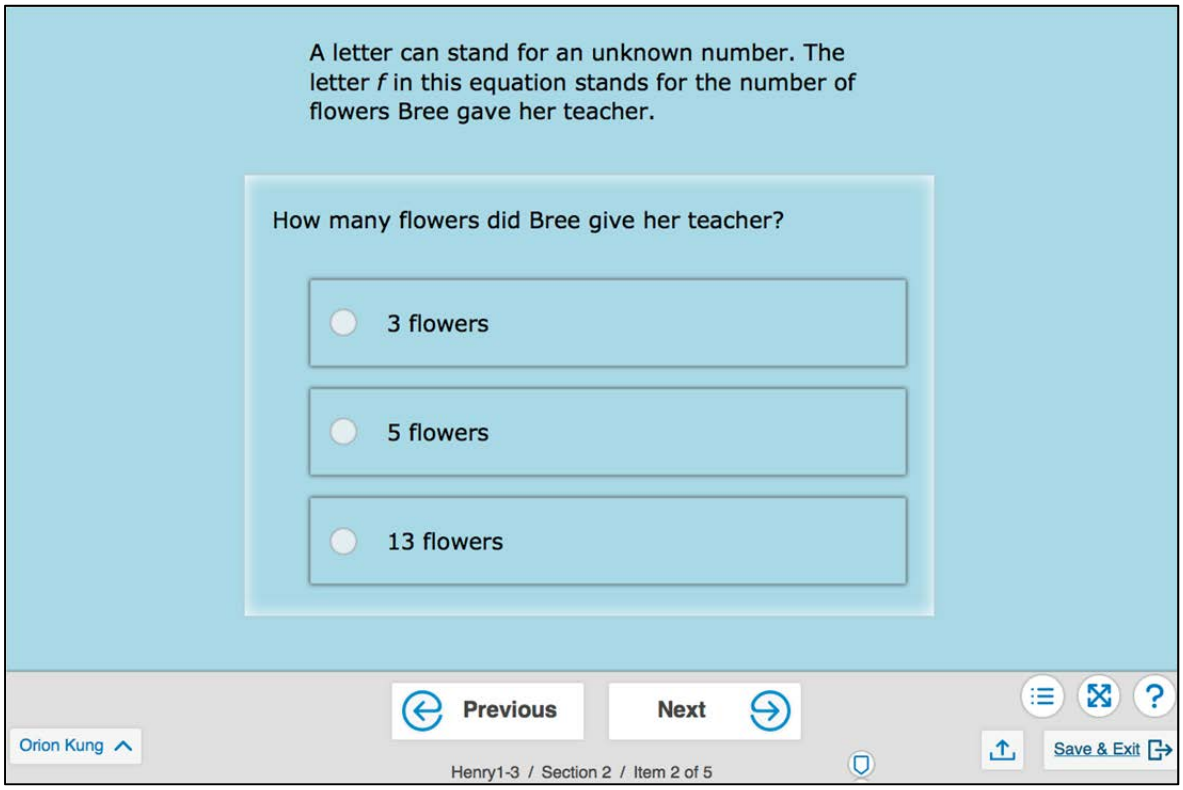
- Answer Masking
- Audio Player
- Alternate Color Themes
- Increase/Decrease Size of Text and Graphics
- Increase Volume
- Line Reader Tool
- Magnification
- Read Aloud and Reread Item Directions, Response Options, Passage

Practice using these assessment features with the sample items to become familiar with them before you administer the Test to students.

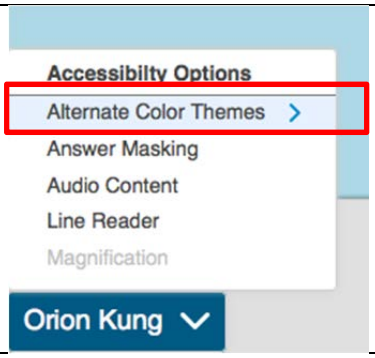
These features are accessible once the student test has started. To access them, click on the student name in the bottom left corner of the screen. A dropdown menu containing the available assessment features opens. More than one assessment feature can be selected for use.	
Alternate Color Themes - also known as Background/Font Color (Color Contrast) as noted in Table 11 of the Test Administration Manual. Alternate Color Themes is a feature that allows a user to change the background and font color. Six options are available: 1) Black on White 2) Black on Cream 3) Black on Light Blue 4) Black on Light Magenta 5) White on Black 6) Light Blue on Dark Blue	
From the dropdown menu, click on **Alternate Color Themes**.	
A new menu appears with the different color theme options. Select an option by clicking on it. You will notice a checkmark by the selected theme.	

When you select a new theme, the background color and font color change the text provided in the online test.

As long as the new color theme is selected, all items in the test will appear with the same background and font color theme, as shown in the example below.



To turn it off, click on the student name again. Then click on **Alternate Color Themes**.



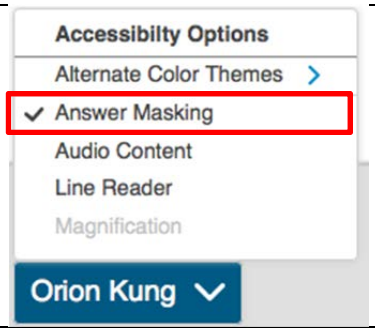
Select the Black on White option. This is the default color theme for the test (or you can change to another theme that is needed by the student).
.

Answer Masking

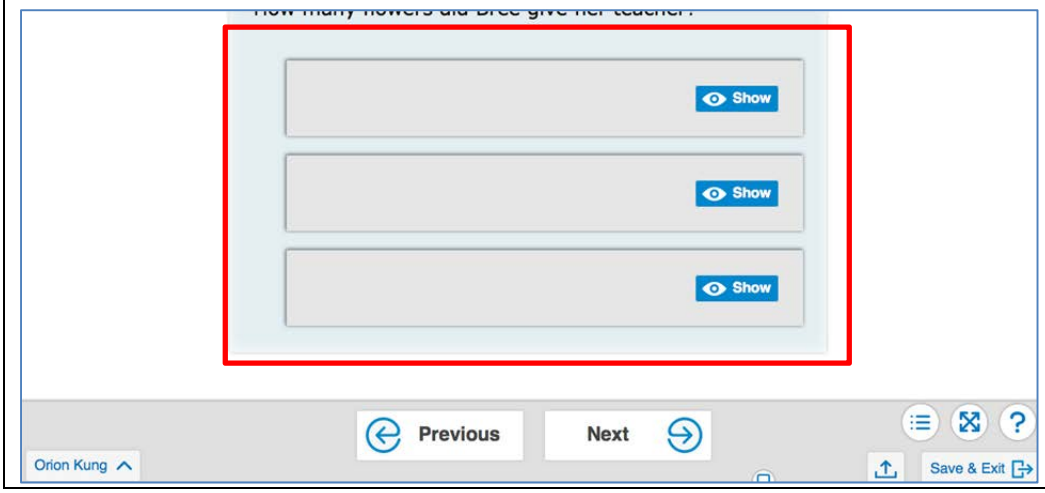
Answer Masking is a feature that allows the TA or student to hide the answers in order for the student to focus on the stem. Each answer may then be unhidden one answer option at a time.

Select the **Answer Masking** option from the dropdown menu.

You will notice a checkmark by the selected feature.

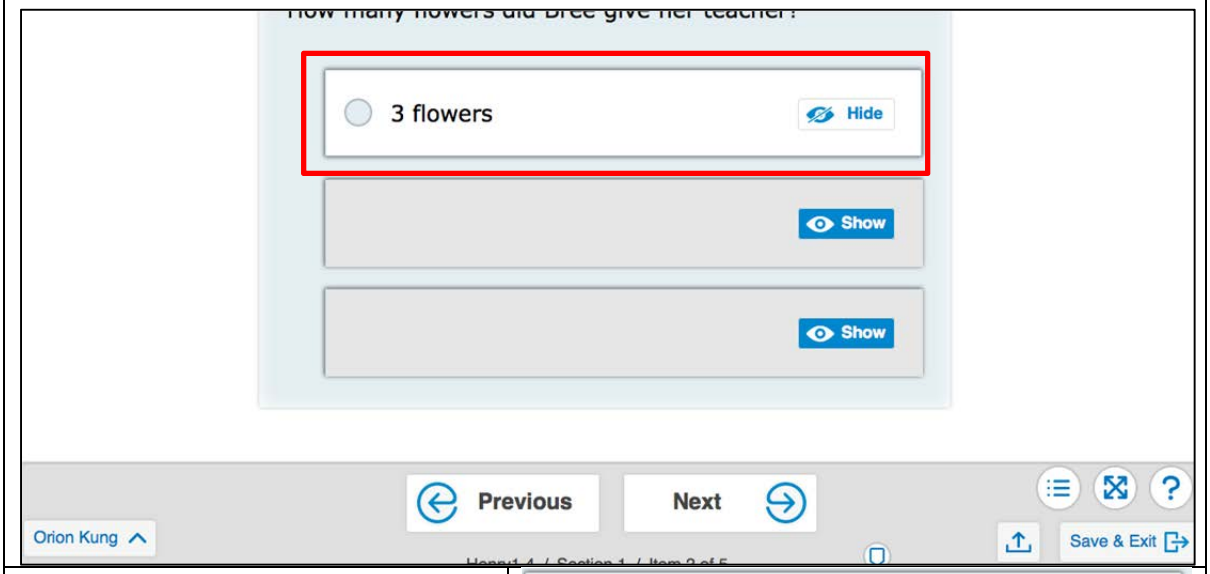


As long as the Answer Masking feature is selected, all items in the test will appear with masked answer options, as shown in the example below.



To unmask each of the answers, click on the **Show** icon.

You will see the selected answer displays, while the other answer choices remain hidden.

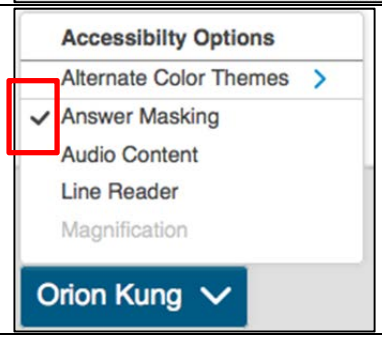


To rehide the answer option, click the **Hide** button.

Repeat these steps for each answer option.

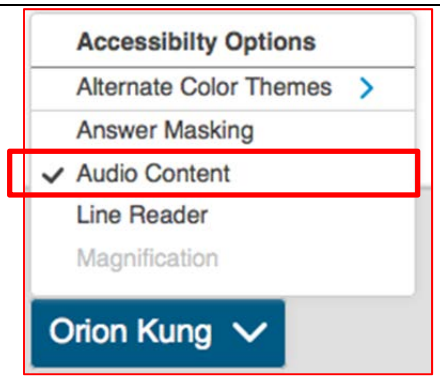
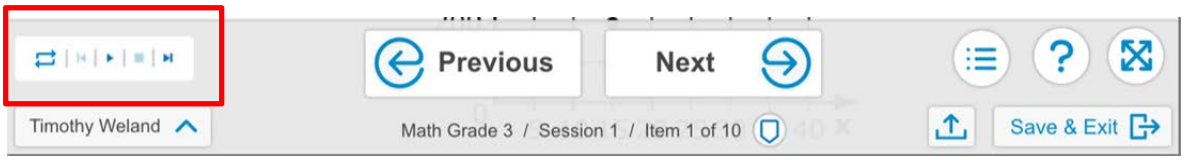
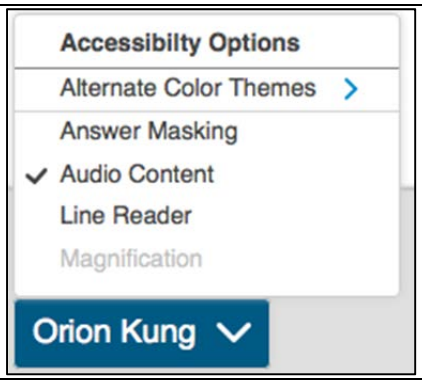
To turn this feature off, click on the student name again to uncheck the feature.

Deselect the feature by clicking on **Answer Masking**.



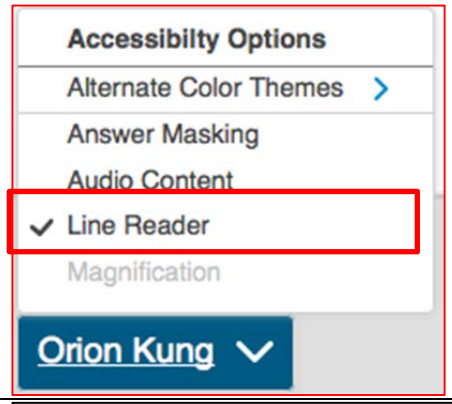
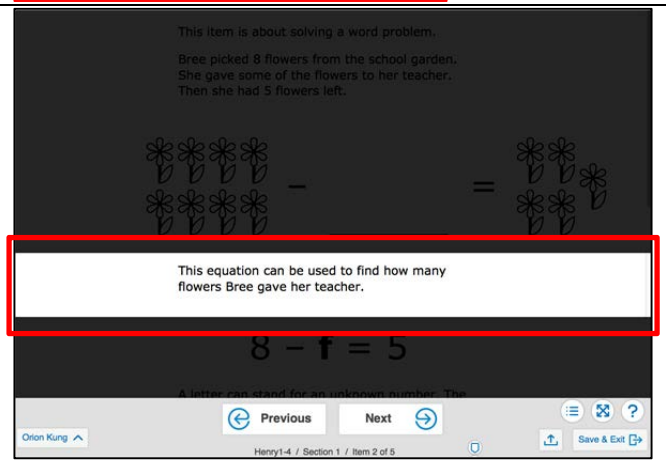
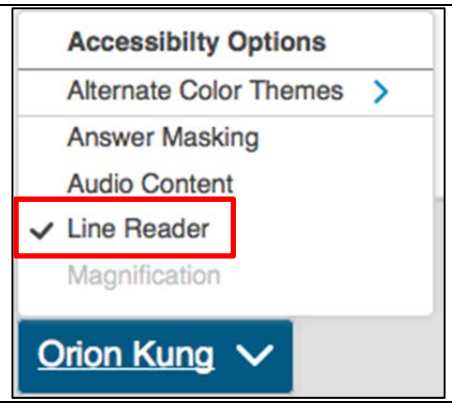
Audio Player

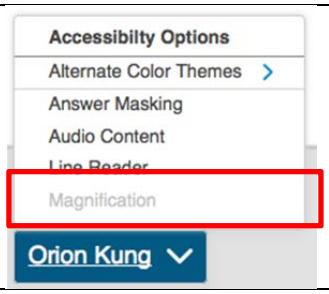
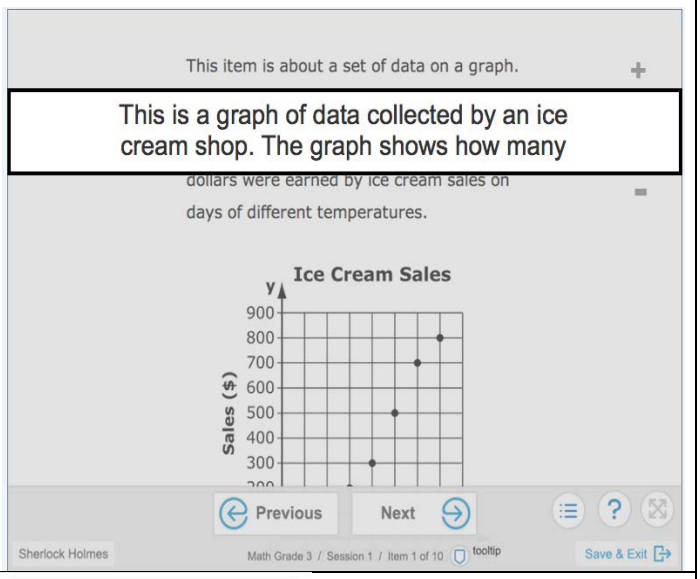
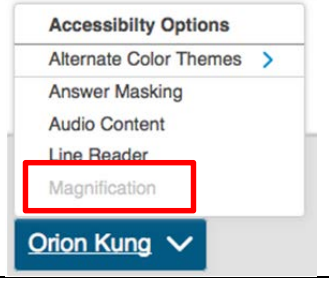
Text is read aloud digitally to the student. The Audio Player tool reads each line automatically but can be paused, resumed, and made to repeat segments.

Select the **Audio Player** option from the dropdown menu. (Note: The screenshot may look different from what you will see in the system). You will notice a checkmark by the selected feature.	
An Audio Player tool opens in the toolbar. The player tool is available as long as Audio Player is selected. Please note the tool may look different from what is shown here. The display is dependent on your Web browser. 	
You can pause, play, and replay as needed using the player tool.	
If audio is not available for an item, the **No Audio Available** message will display.	
To turn this feature off, click on the student name again to uncheck the feature.	

Line Reader Tool

The MSAA System supports Line Reader functionality. The entire item is shaded to allow focused attention to one or a few lines at a time.

Select the **Line Reader** option from the dropdown menu. You will notice a checkmark by the selected feature.	
As long as the Line Reader feature is selected, all items in the test will appear with line reader on, as shown in the example here. With the Line Reader feature on, the entire item is shaded to allow focused attention to one or a few lines at a time. To move the line reader, use the mouse or the up and down arrow buttons on your keyboard.	
To turn the feature off, click on the student name again to uncheck it. Uncheck the feature by clicking the checkmark by the feature.	

Magnification	
Select the **Magnification** option from the dropdown menu.	
A magnification bar will appear on the item. The content that is within the bar will be magnified. To move the magnification bar, use your mouse or the up and down arrow buttons on your keyboard. As long as the Magnification feature is selected, all items in the test will appear with the magnifier tool, as shown in this example.	
To turn this feature off, click on the student name again to deselect it.	

Appendix A: Assessment Features and Assistive Technology

MSAA Features

The following table summarizes available assessment features and the means to provide the feature to the student as seen in Table 11 of the Test Administration Manual.

Feature	Embedded in MSAA System	Browser	Operating System	TA
Answer Masking MSAA System supports Answer Masking. Answer Masking allows students/TAs to electronically cover and reveal individual answer options as needed	✓			✓ (for paper version)
Audio Player Text is read aloud digitally to the student. The Audio Player tool reads each line automatically but can be paused, resumed, and made to repeat segments.	✓			
Alternate Color Themes The student or TA changes the onscreen background color and/or font color based on need or preference.	✓		✓	
Increase/Decrease Size of Text and Graphics Computers provide a zoom-in or zoom-out function. Projection systems or video magnifiers may be used to increase size based on individual student needs.		✓	✓	
Increase Volume Computers allow the user to adjust the volume on its speakers.		✓	✓	

Line Reader Tool MSAA System supports Line Reader. The entire item is shaded to allow focused attention to one or a few lines at a time.	✓			
Magnification Once selected, click on the magnifying glass to increase size of text/image in highlighted area.	✓			
Read Aloud and Reread Item Directions, Response Options, Passage The TA may read the directions, response 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, i.e., no paraphrasing or variation of speed to emphasize words in ways that provide hints as to correct or incorrect responses.				✓

Assistive Technology Compatibility

Students may use a variety of assistive technology devices to input responses, both as selected responses (choice interactions) and as text-based open responses. The MSAA System also supports response input using AT devices. Input could occur through alternate keyboards, eye-gaze, switch devices, speech-to-text, and other similar input devices. Students are also expected to access text using AT devices (e.g., screen readers), but refreshable Braille display is not supported for presentation of text-based content for the first operational year.

In general, the following assistive technology types are expected to be compatible with the TA system:

a. **Text-to-speech**
   The MSAA System supports text-to-speech devices. The text-to-speech devices should be tested with the sample items prior to administering the test to students.

b. **Alternate keyboards**
In general, alternate keyboards should be compatible as a basic USB keyboard. The keyboards should be tested with the sample items prior to administering the test to students.

c. **Switch-based navigation and answer selection**
Switch-based navigation systems have been tested and should be compatible with the MSAA System. Please test the device using the sample items prior to administering the test to students.

d. **Eye-gaze**
We anticipate eye-gaze devices to be compatible with the system and have tested some devices to assure compatibility.

Keyboard-Only Navigation Shortcuts

The MSAA System allows a student or TA to use the shortcut keys on the keyboard to achieve basic functions when usage of mouse is not an option. Below are the shortcut keys mapped to the assessment functions.

A. Functions that students use:

Keyboard Navigation Reference	PC Shortcut Key	Mac Shortcut Key
PREVIOUS	CTRL + left arrow	CTRL + <
NEXT	CTRL + right arrow	CTRL + >
SELECT ANSWER	NUMBER KEYS (1-10)	NUMBER KEYS (1-10)
SCROLL UP	CTRL + Up Arrow	CTRL + Option + Up Arrow
SCROLL DOWN	CTRL + Down Arrow	CTRL + Option + Down Arrow
ZOOM OUT	CTRL + Minus Key (-)	
ZOOM IN	CTRL + Plus Key (+)	

B. Additional functions that TAs may use:

Keyboard Navigation Reference	PC Shortcut Key	Mac Shortcut Key
HELP	CTRL + ?	CTRL + ?

UPLOAD EVIDENCE	CTRL + ALT + U	CTRL + U
OPEN QUESTION LISTING	CTRL + ALT + L	CTRL + L
OPEN & CLOSE ACCESSIBILITY MENU	CTRL + ALT + O	CTRL + O
Attach File	CTRL + ALT + A	CTRL + A
Choose File/Browse	CTRL + ALT + C	CTRL + C
Description Box	CTRL + ALT + D	CTRL + D
File Attachment	CTRL + ALT + F	CTRL + F
Retake Snapshot	CTRL + ALT + R	CTRL + R
Take Snapshot	CTRL + ALT + T	CTRL + T
Web Camera	CTRL + ALT + W	CTRL + W
CLOSE OVERLAY/POP-UPS	CTRL + ALT + X	CTRL + X
REVIEW SESSION/NEXT POP-UP	CTRL + ALT + N	CTRL + N

Appendix B: Technology Requirements

Browser

You will use a browser to interact with the online assessment. Three major browsers (listed below) are supported for the MSAA system. Currently, we recommend the latest version of each of these browsers for the Test. If you would like to determine the browser you are running and its version, simply navigate to the Google site whatbrowser.org. You can also upgrade your browser to the latest version from this page for free. If you experience problems with the assessment, log out, then log in with a different browser. Below are the supported browser versions.

	Browser	Version
1	Chrome	26 and above
2	Firefox	24 and above
3	Internet Explorer	IE9 and above

There are two additional requirements for the browser to administer the MSAA:

- The browser must support cookies.
- The browser must have JavaScript enabled.

Operating System

The assessment must be delivered on Windows or Apple OS X (Mac) operating systems. The following versions are supported.

	Operating System	Version
1	Windows	Windows Vista SP2, Windows 7, Windows 8
2	Mac (Apple OS X)	10.4.4 (Tiger), 10.5 (Leopard), 10.6 (Snow Leopard), 10.7 (Lion), 10.8 (Mountain Lion), 10.9

For older versions than those listed above, if the operating system runs the latest version of the browsers specified above, the assessment should be delivered successfully.

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