

Appendix B

ALT-MSA Timeline 2003-2004

Differences for LEA 24 Schools are in bold italics.

October 1, 2003 – March 5, 2004	2004 ALT-MSA Test Window
September 5, 2003	LACs and ALT-MSA Facilitators attend MSDE training on ALT-MSA administration
September 19 and 26, 2003	LEA 24/NonPublic Schools School Test Coordinators attend MSDE training on ALT-MSA administration
September 30	LACs and LEA 24 school test coordinators submit ALT-MSA Materials Request Form to MSDE (Appendix C)
September	LACs and ALT-MSA Facilitators provide training in ALT-MSA administration to principals, school test coordinators, and test examiners (<i>School Test Coordinators</i>) Principal, school test coordinator, and test examiners meet to <ul style="list-style-type: none">• identify test examiners (teachers and related service providers) who will develop portfolios for each student• identify roles and responsibilities for test examiner team• develop an implementation schedule and monitoring plan to assure portfolio completion by March 5, 2004.
September- October 30	Student's test examiner team <ul style="list-style-type: none">• conducts pre-assessment• selects reading and mathematics indicators and objectives or access skills that will be assessed• completes ALT-MSA Test Documents for reading and mathematics or access skills (Appendix A); writes mastery objectives for each state objective to be assessed, selects artifacts and test examiners for mastery objectives• Principal or designee will review mastery objectives to assure they are measurable and align with the state objectives to be assessed. Mastery objectives that do not have the mandatory components listed on p. 12 should be returned to test examiners for revision.

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- Test Examiner sends copy of ALT-MSA Test Documents for reading and mathematics or access skills to parent or guardian with cover form
- Principal or designee sends **copies** of ALT-MSA Test Documents for reading and mathematics or access skills to LAC (*School Test Coordinator*)

November 1, 2003	LAC (<i>School Test Coordinator</i>) sends ALT-MSA Test Documents for reading and mathematics or access skills (for every student participating in ALT-MSA) to Sharon Hall
November 2003	State review and feedback to LAC (<i>School Test Coordinator</i>) of mastery objectives on submitted ALT-MSA Test Documents
November 2003	LACs (<i>School Test Coordinators</i>) submit pretest file for students in grades 3-8, 10, 11 who will participate in ALT-MSA
March 5, 2004	School Test Coordinator collects all ALT-MSA portfolios and unused test materials and packs for pickup <u>from school</u> . Vendor will pick up ALT-MSA test materials from all <u>schools</u> by March 10, 2004.
April 2004	LAC (<i>School Test Coordinator</i>) submits posttest file to MSDE
March-April	ALT-MSA Portfolios are scored
May	Standard setting
June	Results arrive in schools