



Online System
Grades 3-8 & Access Civics Course Assessments
Submission Deadline April 13, 2018

Dear Alternate Assessment Coordinator,

We are quickly approaching the first round of FSAA—Performance Task (FSAA—PT) Test Administration deadlines. The last day to submit student responses into the FSAA—PT Online System for Elementary and Middle School (grades 3-8 and Access Civics EOC) is April 13, 2018. Please refer to the table below:

Elementary and Middle School (Grades 3–8) and Access Civics End-of-Course Testing Schedule	
Alternate Assessment Materials in Districts	February 16-22, 2018
Student Testing Window	February 26 – April 13, 2018
Student Responses Entered in to Online System	No later than 11:59 p.m. EST on April 13, 2018
Return of Test Materials to Piedra Data Services	No later than May 11, 2018

Alternate Assessment Coordinators (AACs) are responsible for:

- verifying that all eligible teachers have completed administration training prior to administering the Spring 2018 FSAA—PT;
- verifying that all eligible teachers have completed FSAA—PT Online System Training Module 4 prior to entering student responses into the Online System; and
- monitoring the student progress status to ensure that all assessments have been completed and submitted.

Teachers are responsible for:

- completing the administration training prior to administering the Spring 2018 FSAA—PT;
- completing FSAA—PT Online System Training Module 4 prior to entering student responses into the Online System; and
- completing the course assessment submission steps listed below (refer to *Course Assessments* in the *FSAA—PT Online System User Guide* for more details) for each of their assigned students.
 - Step 1: Determine Why the Student Is Not Assessing (Reason Not Assessed)
 - Step 2: Assign a Form Within the ART
 - Step 3: Launching the Form-Based Test
 - Step 4: Submitting Responses
 - Step 5: Course Assessment Review
 - Step 6: Test Submission

Please contact the FSAA Service Center with any questions by phone at (866) 239-2149 or by email at FSAAServiceCenter@measuredprogress.org. Standard Hours for the FSAA Service Center are Monday–Friday from 8:00 a.m. to 5:00 p.m. EST. **Extended Hours will be available February 12 – May 4, 2018 Monday–Friday from 7:00 a.m. to 8:30 p.m. EST.**