



Online System
Grades 3–8 and Access Civics
End-of-Course Assessments
Submission Deadline April 12, 2019

Dear Alternate Assessment Coordinator,

We are quickly approaching the final FSAA—Performance Task (FSAA—PT) test administration deadline. 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 12, 2019. 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 15–21, 2019
Student Testing Window	February 25–April 12, 2019
Deadline to Submit Tests for Course Assessments Reset Request	No later than 2:00 p.m. (EST) on April 12, 2019
Student Responses Entered into Online System	No later than 11:59 p.m. (EST) on April 12, 2019
Return of Alternate Assessment Materials to Piedra Data Services	No later than May 10, 2019

As the end of the assessment window approaches:

Alternate Assessment Coordinators (AACs) are responsible for:

- verifying that all eligible teachers have completed administration training prior to administering the Spring 2019 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 student progress statuses to ensure that all assessments have been completed and submitted.

***Please remind teachers that waiting until the last minute to input student responses can result in significant lag time in the online system and limits their time to request a reset on submitted assessments.**

Teachers should be:

- 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: Identify Students Not Assessing (Reason Not Assessed)
 - Step 2: Assign a Form Within the ART
 - Step 3: Launching the Form-Based Test
 - Step 4: Submitting Responses (**Remember to attach/include student responses to Writing Prompt 2**)
 - Step 5: Course Assessment Review
 - Step 6: Test Submission

If you have any questions, please contact the FSAA Service Center by phone at 866-239-2149 or by e-mail at FSAAServiceCenter@measuredprogress.org.

- Standard hours: Monday–Friday from 8:00 a.m. to 5:00 p.m. (EST)
- Extended hours (February 11–May 3, 2019): Monday–Friday from 7:00 a.m. to 8:30 p.m. (EST)