



Online System
High School Access ELA 1 and 2, and
End-of-Course Assessments
Submission Deadline April 26, 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 and to export data files from the FSAA—PT Online System for high school assessments (Access ELA 1 and 2, and EOCs) is April 26, 2019. Please refer to the table below:

High School (Access ELA 1 and 2) and Access Algebra 1, Access Geometry, Access Biology 1, and Access U.S. History End of-Course Testing Schedule	
Alternate Assessment Materials in Districts	March 11–15 or March 18–22, 2019
Student Testing Window	Upon receipt of materials through April 26, 2019
Deadline to Submit Tests for Course Assessments Reset Request	No later than 2:00 p.m. (EST) on April 26, 2019
Student Responses Entered into Online System	No later than 11:59 p.m. (EST) on April 26, 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) should be:

- monitoring student progress statuses to ensure that all assessments have been completed and submitted, and
- submitting any student course assessment reset update requests of submitted assessments through the ART to FSAA Service Center before the April 26 deadline.

***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)