Alaska Alternate Assessment Help Desk Log
2013-2014

Multiple Queries	N	Date	Category	Sub-Category	Issue	Helpdesk Response	Address with Training?
√√√√√√	6	10/10/13	Account Maintenance	Assessors who have left districts	Two assessors who had retired or left districts needed their online accounts to be archived.	The helpdesk archived all necessary assessor accounts.	None
√√	14	11/21/13	Account Maintenance	Finding QA's	Can you please check the ak.k12test.com system for accounts for 2 assessors? Both reported doing Alternate Assessment in the past, but are not in our list to upgrade accounts.	DRA checked account records from previous years and although one of the assessors had previously registered for an account, it had been 4 years, and they never completed training. Per AKAA regulations, any assessor that has been out of the system for one year or longer is required to complete the full training and full proficiency tests.	None
	31	1/16/13	Account Maintenance	Finding QA's	A district mentor was unable to find one of her QA's accounts to check on her progress.	The QA had listed her first name as her last name, last name as her first name so was listed in alphabetical order by her first name.	None
	18	11/25/13	Account Maintenance	Login	An assessor called the helpdesk inquiring about her online status.	The assessor had changed their email address and signed up for a new account. So the new account showed she needed full training versus refresher. The helpdesk deleted the new account and prompted her to login to her old account and update her email address.	None
	10	11/12/13	Account Maintenance	Status Upgrade	Am I right that this year, I can't update their status once they pass the proficiencies tests, only you can? Or is it the way it was last year?	Returning assessors are automatically upgraded when they pass the training but if you have brand new assessors in your district you as the QT will have to upgrade their status.	None
	13	11/20/13	Account Maintenance	Update Email	I am getting ready to refresh my training for administering the Alternate Assessment. Aran had mentioned at the training that if we had changes in email to contact you. Our district has switched to this new email.	You can update your email address online. Please login using your old email.Then click on the 'Help/Settings' tab. You will see where your email address is listed and a blue link next to it 'Update.' Click on 'Update' and follow the steps to update to your new email address.	Already addressed. Perhaps add a section in QT training about account maintenance and QA lookup

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	15	11/21/13	APU	Registration/ Credits	An assessor emailed the helpdesk with a question about APU credits and registration payments.	All APU inquiries are directed to Aran Felix at EED.	None
	25	1/7/14	Contact Info	Helpdesk	An assessor called the helpdesk and asked what the fax number is.	I just left you a voicemail as well. Our fax number is: 815-717-9683 You can find the helpdesk information on the website either on the home screen under the 'Contact' link, or after logging in under the 'Help/Settings' tab for future reference.	None
	54	2/24/14	Data Entry	Entered under wrong student	I entered my student scores under the wrong student. Can I re-enter the correct student scores?	Yes you should be able to re-enter the correct scores. You should be able to change scores as long as you haven't submit the scores to EED yet. The other option is to delete the student, do a new student setup and re-enter the student information and enter the correct scores.	None
	50	2/12/14	Data Entry	QT account	We just finished assessing our one student for the Alternate and I submitted the scores under my name. That is a mistake, as I was not the assessor (oops), Does this need to be changed? I'm so sorry for the confusion, and the mistake. I thought I was helping her to enter the scores for her.	No, this is okay, but the data record will show you as the Assessor. As long as you are okay with that situation, there isn't a problem. If they want the record to show your QA as the Assessor, then you will need to delete the student from your case file and re-enter the student and the student's score under your QA's name.	None

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	39	1/28/14	Data Entry	Student communication survey	One of my teachers had a question and for some reason I cannot find the answer. Here's what she sent to me. NEW EED is now collecting more complete information on each student who takes the alternate assessment. When the testing window opens on January 28, you will have access to a link that leads to a Student Communication Survey. Please complete the rest of each student's information by clicking on this link as you enter each student into the Alaska Alternate Assessment system. This is required student demographic information. We have completed all 5 of our AA Data Entry Students' information and we cannot see the link or anything that leads us there. Any idea where it is? I looked through my notes, but cannot find mention of this. Sorry! Thanks for helping me out.	Your teacher has an old document from two years ago. We are not collecting those sorts of data on AKAA students. However, teachers of students who will participate in the field testing for the assessments are completing a learning profile on each student.	None
	57	3/26/14	Data Entry	Student Setup	The state ID for one of our students was entered incorrectly. The teacher has already hit submit to DEED. Can she still go in the system and correct the state ID or can you do it on your end?	Yes, all data in the ak.k12test.com system (including test scores) can be corrected up to 6:00pm on April 4, 2014. Your teacher needs to go into the Student Setup and edit the student's data.	None

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	44	2/10/14	Data Entry	3 task 15 item rule	When entering data for my student into the Alternate Assessment site I have been getting warnings when trying to save. I took a screenshot of the warning and attached it. Is there something that I am doing wrong when entering data? This is what the message says: Condition of Data Entry: Before submitting these data, please verify that the data you entered adheres to the Three Task-Fifteen Item Rule.	Yes that pop-up is just to verify that the data you entered adheres to the three task-fifteen item rule. Meaning, the system is verifying that the student had 3 consecutive zeros in 5 consecutive tasks before administration was terminated. If you clidk 'OK' you should be able to save your data and continue. Let me know if you are still having trouble with this.	None
	46	2/10/14	Data Entry	3 task 15 item rule	When entering data for my student into the Alternate Assessment site I have been getting warnings when trying to save. I took a screenshot of the warning and attached it. Is there something that I am doing wrong when entering data? This is what the message says: Condition of Data Entry: Before submitting these data, please verify that the data you entered adheres to the Three Task-Fifteen Item Rule.	Yes that pop-up is just to verify that the data you entered adheres to the three task-fifteen item rule. Meaning, the system is verifying that the student had 3 consecutive zeros in 5 consecutive tasks before administration was terminated. If you clidk 'OK' you should be able to save your data and continue. Let me know if you are still having trouble with this.	None

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	36	1/23/14	ELOS	3 task 3 error rule	I thought in years past that even if a student scored 0's on 3 consecutive tasks for 3 consecutive items under Standard administration that we didn't automatically have to move to ELOS based upon projected student performance and programming…I see we MUST now….just want to make sure that it is a MUST this year…..	You asked about the ELOS and whether moving to the ELOS is an optional choice. The short answer is: No, moving to the ELOS is required when a student meets the Three Task – Three Item rule. This is reviewed on the ak.k12test.com site > Training tab > Test Administration And Info page. Both Aran and I scratched our heads on this one, because we both remember some level of optional choice for Administrator for the ELOS. I looked at the 0910 training; the move from Standard to ELOS was not optional even back then ("When the student scores zeros on three consecutive items in three consecutive tasks, the Qualified Assessor (QA) should stop the assessment for that content area and move to the Expanded Levels of Support (ELOS) test items.") but the word "should" could be interpreted as permissive. The part of the ELOS that was up to the Assessor was that the Assessor chose three ELOS tasks that she felt reflected her student's abilities, and administered those	None
	51	2/17/14	ELOS	3 task 3 error rule	An assessor called the helpdesk inquiring about how to apply the 3 x 3 rule if a task in between is marked NA/I.	If the two tasks before the NA/I were scored with 3 consecutive zeros, and the task after the NA/I was also scored with 3 consecutive zeros then the student received 3 consecutive zeros in 3 consecutive tasks and the assessor should move to ELOS.	None
	35	1/21/14	ELOS	ELOS	ELOS is grade banded this year?	Yes, the ELOS tests are grade banded.	None

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	55	3/14/14	ELOS	Scoring	I gave the assessment yesterday and the student took the ELOS testing for all subjects and could not do any of the tasks.. How do I score that?	The ELOS items are based on the level of support the student needs to elicit a correct response, giving the student at least 1 point out of 4. You will see on the general instructions page, a 1 point response is defined as 'Assessor uses full physical contact to elicit student response.' Although the student might not have recognized the correct response, you followed the protocol in eliciting a correct response, so the student did indeed receive 1 point for each item.	None
	32	1/17/14	Materials	Refresher Proficiency	Anyone now where on the AA test website I can find the scoring protocols and student materials for Refresher, Attempt Two? I see where you can print up the transcripts but not the protocols and materials for Attempt Two…….I have some folks who like to have that stuff available to them printed up	All of the materials for the refresher proficiencies (including transcripts) are included in the AKAA_OnlineSupportDocuments_Prof-Refresh.pdf. This can be found in the materials tab, Training Support Documents, about halfway down the list. Let me know if you are able to find it.	None
	5	10/2/13	Official Reports	Access to last year	Where do I get a copy of the alternate assessment results from last year?	Kim Sherman sent the information needed.	Add to QT training page
	41	2/8/14	Official Reports	Access to last year	I can not seem to locate my student's official report from last spring. Is there any way I can get another copy?	Your DTC Password from last year will be effective until February 17, at which time new passwords will be implemented (and distributed at the DTC training that week). Until February 17, you can login and access the student reports.	Add to QT training page

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	43	2/10/14	Official Reports	Access to last year	I have just entered all the scores for our student, and I was wondering how to get to previous years scores, and if that is available online?	Your district test coordinator has access to all previous years' Official Individual Student Reports through the akreports.k12test.com site. This site is password protected; district QTs and DTCs have access. We do not store previous years' Unofficial Student Reports. These are the reports that you can get immediately after entering and submitting the student test data on the ak.k12test.com site, in the REPORTS tab. The Unofficial Student Report is a record of the student's raw scores in the Alternate Assessment. We recommend that Assessors print the Unofficial Student Report from the test site and file the report in	Add to QT training page
	47	2/10/14	Official Reports	Access to last year	I can not seem to locate my student's official report from last spring. Is there any way I can get another copy?	As you are the DTC, you can log on to the akreports.k12test.com site, using the login UID and PW that was provided to you The Report site stores all previous ISRs for students who were enrolled in that year in that district.	Add to QT training page
	33	1/20/14	Online Training	Explanation of Answers	I am unable to print the Explanation of Answers document....is that 'cause we shouldn't be printing it up and just be referring to the website document?	Yes, the documents are 'locked' and are 'view only' so that folks don't have to go through the check-out and return system from previous years. You should be able to view them on your desktop but not save them or print them.	None
	52	2/18/14	Practice Tests	Test Security	Can we give a copy of the Alternate Assessment practice test that is online through the testing site to her college professor? Her professor teaches future sped teachers who are in the masters program.	Yes, all practice tests may be shared, and need not be shared in a "secure" manner as they are not secure tests.	None
	30	1/15/13	Registration	School Lists	A district mentor inquired about adding a school to the drop-down school list menu for her district.	It turned out the school had re-opened under a new name and was already listed in the drop-down menu.	None

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	17	11/25/13	Secure Tests	Large Print	An assessor called the helpdesk inquiring about large print testing.	All requests for large print materials need to be sent to Aran Felix. She will compile a master list to DRA for printing. We will then mail all requested large print test materials to your district for distribution.	None
	58	4/2/14	Survey of Consequential Validity	Location	Can you tell me where the Survey of Consequential Validity is on the website?	The link for the Survey of Consequential Validity can be found on the main page ak.k12test.com before logging in. There is a big blue link at the bottom of the page. Let me know if you are able to find it.	None
	19	12/3/13	Test Administration	Access to AKAA	I was finishing ordering spring SBAs and HSGQEs and realized I had two students who needed to take the alternate assessment and did not see where or how to order the test. I spoke to our director of special ed and asked her about ordering the test and the students' case manager and neither one of them knew about ordering or did not order anything for the students. This is where I am at and wanted to contact someone to make sure those students get the right tests I hope that the window has not closed for ordering and if possible can I get the directions/instructions on how to order the tests	I'm happy to help! And you are not too late! The Alternate Assessment does not operate in the same way as the SBAs and HSGQEs, in that districts do not need to order the tests from a vendor or from EED. Instead, Qualified Assessors and Qualified Mentor-Trainers complete online training and proficiency testing around the test administration, and then download the secure test documents on the first day the testing window opens. Your district has two special educators who are qualified to administer the Alternate Assessments, and both are fully aware of their responsibilities to download and administer the assessments. I think it would be good for you to contact them, so that you can be reassured that they are on top of this!	None

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	38	1/27/14	Test Administration	Accommodations	One of my teachers has been using this accommodation (includes picture associated with the word answers) for one of her students for reading. She was going to use this for an accommodation during the Alternate Assessment. (she has been using this all year). Is this acceptable as an accommodation? I believe it is but just wanted to make sure.	describe the alteration to the task, this would be a modification and is therefore not an allowed accommodation to the Reading Assessment. Page three of each grade level and subject area Scoring Protocol describes both allowable accommodations and disallowed modifications for each subject area. All four grade bands include the following statement on page 3 of the Reading Assessment Scoring Protocol: "Examples of Task Modification: (not allowed during test administration): • Substituting the task with letters, words, or signs not on the original protocol • Changing the case of the letters from lower to upper or from upper to lower • Prompting the student with wording not consistent with the original bolded script • Providing hints • Providing students with a smaller set of tasks • Having students who are verbal participate in the pointing task as opposed to the naming task • Naming the pictures (as a model) and having the student repeat what the Assessor said"	None
	42	2/8/14	Test Administration	Data Entry	At this point, I have one student to test. I enter him by the Feb 17 and test and enter data by April 4. Is this right? I wasn't able to make the audio meeting.	The February 17 student enrollment date is a goal, not a hard and fast deadline. But your student must be enrolled in the system and his scores entered and submitted to EED by 6:00PM on April 4. That date and time ARE hard deadlines.	None

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	45	2/10/14	Test Administration	Modifications	An assessor called the helpdesk with specific inquiries on test administration.	The assessor was directed to work with her district QT to answer specific questions on administration for specific students.	None
	34	1/21/14	Test Administration	Reasons Not Tested	For a Reason Not Tested when it says a student comes late to a district it says you need to test in on assessment (RWMSci)….so that means you test in one subject area and not all correct? Can a parent exempt their child from the AA….I.e. For religious or other reasons….I know they can't override the IEP team decision but what about this kind of situation.	I think this is all explained in the Reasons Not Tested in the training section of test website. Parent refusal would be under "other".	None
	56	3/26/14	Test Administration	Reasons Not Tested	One of the students that was entered into the online testing site has transferred out of our district. Do we delete him from the system or leave his demographics info in. He was not tested.	Do you know where he enrolled? If you do, please alert his new district that he has not tested. The cleanest way of handling his data is to choose 'Other' for each of his tests and type 'Student withdrew from district on (date).'	None
	53	2/20/14	Test Administration	Student not tested	Thank you for visiting with me and answering my alternate assessment questions. When you get a chance, please rely to this email to confirm if a 10th grade student misses the 10th grade alternate assessment, there is no make up for it. There is no 11th grade or "retake" alternate assessment. The school takes a hit on participation rate during the student's 10th grade year and that's it	This is correct: …if a 10th grade student misses the 10th grade alternate assessment, there is no make up for it. There is no 11th grade or "retake" alternate assessment. The school takes a hit on participation rate during the student's 10th grade year and that's it. I checked with Amanda in our office as she maintains the DTC and Leads database. The procedure is that the DTC notifies Amanda of the change in leads, and that person must submit a test security agreement to Amanda.	None

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	40	1/31/14	Test Administration	Testing Environment	Can a parent be in the same room when their child/student is being tested for the Alternate Assessment?	No.	None
	49	2/12/14	Training	Assessment Plan	I recently found out that I will be testing a student this year. I have entered him into the database. When I check the data-entry link under the admin tab to verify that scores are expected from me, I see that I am the only person in my district who has no assessment plan. I can find no related link, lesson, or checkbox related to my status on the issue. Can you tell me, please, to what that item in the report refers ?	The column titled "Assessment Plans" records either a Yes or No to the query: Do you plan to assess any students with the Alternate Assessment this year? When users log in to the system for the first time at the beginning of the school year, they are asked this question. If an Assessor answers "No" to this question, nothing will happen. If a student moves into the Assessor's classroom and needs to be assessed with the Alternate Assessment, the Assessor will still be able to enroll this new student in Student Setup, and enter test scores in Data Entry. The only use for this column is when Mentors are monitoring their Assessors' test completion rates. An Assessor who answered "No" may need a simple follow-up call at the end of February to be certain that the Assessor does not have a student who should be assessed. After that, the Mentor may disregard the zeros in the Data Entry Status Report for that Assessor. Assessors who answer "Yes" to that opening query will continue as usual, and Mentors will monitor their	None

Multiple Queries	N	Date	Category	Sub-Category	Issue	Helpdesk Response	Address with Training?
	12	11/19/13	Training	Completion Record	An assessor called the helpdesk inquiring about completion records for the training. Although she had passed most of the training components, she was stuck on writing and needed some sort of document to show her district that she had indeed completed the rest of the training and was still working toward passing the writing proficiency	Sevrina with the DRA helpdesk looked up her account records to see how much time she spent on each training component. This information was gathered into a spreadsheet and emailed to the assessor.	None
	29	1/11/14	Training	Explanation of Answers	I am getting stuff together from our director who attended the initial training in Nov. but I don't see the Explanation of Answers (we used to get this in a golden lg. envelope each year at the training if I remember right)…..so how would I go about getting the Explanation of Answers packet	Change of Contact Information: The procedure to make any changes to our DTC/Lead Contact database is to have the DTC (our primary district contact) notify Amanda Mosher in our office (amanda.mosher@alaska.gov) of any changes to assessment leads. (There are also WorkKeys leads, ELP Leads, etc.). This ensures that the DTC, who is Lord of the Assessment World per the new regulation, knows everything that is happening in their district with regards to assessment. Explanation of Answer (EOA) Document: We eliminated the paper copies of EOAs this year as they required too much tracking on both your end and our end. And, there were security breaches when people lost them. These documents are now located under the Secure Materials on the DRA test website https://ak.k12test.com/. You may open them, get the information you need, but not download, or copy, etc. The Explanation of Answers documents are located in the Materials Tab, Training Support Documents subsection. Scroll all the way down to the bottom of the list of documents there, and choose "DRA_2014Proficiency1and2_EOA_VF" or "DRA_2014Proficiency_Refresh1and2_EOA_VF"	None

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	21	12/14/13	Training	Materials	An assessor called to make sure she had all of the updated materials for her district training.	All materials are updated under the materials tab in the Training Support Documents section.	None
	23	1/6/14	Training	Practice Tests	Do we need to send in the practice tests completed by new assessors in training? If so, where do I need to send them?	For the new assessors in your district, you and other QTs will evaluate their Training Practice Tests, and will also need to go into the ADMIN tab and Update User Status. The Update function is automatic for returning assessors, but requires QTs to upgrade new users because new users aren't actually Qualified Assessors until they have successfully completed the Training Practice Tests. I've attached the Evaluation document for QTs to use in evaluating the Training Practice Tests. It is also located on the ak.k12test.com site in the Training Support Documents section of the Materials tab (AKAA_2014_ProtegeReviewChecklist_Short_VF) DRA will work with folks becoming new Qualified Trainers by evaluating the New QT's evaluation of his	Review online QT training to insure clarity on this topic
	24	1/6/14	Training	Practice Tests	Do we need to send to you the Scoring Protocol Review Sheet once the Qualified Trainers have finished evaluating the QTs Training Practice Tests?	No, it is not necessary for us to 'check your work!' DRA is only involved in training QAs in districts without a QT, and with educators wanting to become a QT.	Review online QT training to insure clarity on this topic
	16	11/25/13	Training	Proficiency	An assessor called the helpdesk who was having trouble accessing the administration proficiency test.	She had not completed all of the training yet and had to read through one more training page and check 'complete' before the system would allow her access to the training proficiency.	None

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√√	20	12/12/13	Training	Proficiency	We have several people who have completed the administration training modules (all areas have green checks), and they are getting a message that they cannot take the proficiency because they have completed only 29/30 tasks.	Click on the "Returning and New QT Webinar Video" section - and it will open up the Administration test when completed. I would suggest trying this so your assessors can complete the training. I will also ask our programmer to see if we can figure out why this happens. The quick solution is to complete the section above.	None
	8	11/6/13	Training	Proficiency Reset	An assessor emailed the helpdesk after failing a proficiency test twice an needing her account reset.	Her account was reset so she could complete training.	None
	2	9/23/13	Training	Refresher	I just got into the AA website to do my refresher to be a QA. It is showing that I have to do the whole training???????? I did the whole training last year. Can you check this for me.	The helpdesk looked up the assessors account and updated so she only needed to complete the refresher training.	None
	3	9/30/13	Training	Refresher	I logged into the alternate assessment sight this morning and do not see the mentor tab. Do I need to go through the full training before this shows up?	The programmer went in and fixed the issue so that all returning assessors are now listed as such and required to complete the refresher training.	None
	4	10/1/13	Training	Refresher	I am a returning QT, yet my account does not allow administration rights, it does not have "administration" area. It listed me as a assessor in training. I am confused as to what tests I am supposed to complete and how to reset the assessor in training at my site?	Yes I show you as a returning assessor, so you will only need to complete the refresher training. You will see under the 'Training' tab, there is column on the right labeled 'Refresher.' You will need to go through the refresher pages containing a box under 'Refresher' and then take the Refresher Proficiency test under the 'Proficiency' tab.	None
	48	2/11/14	Training	Refresher	I just wanted to confirm that an assessor in my deistrict is a Refresher. She's reporting that she has to do the full training, so I just wanted to check in with you to be sure--she should be refreshing.	She is a returning assessor and my records show she only needs to complete the refresher training. Some assessors have been confused because they still have access to the full training, however the only pages they need to complete are indicated in the 'Refresher' column on the right hand side.	None

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	7	10/22/13	Training	Refresher	An assessor emailed the helpdesk wondering why she is still shown as an AIT when she completed the training last year.	The helpdesk explained she still needs to complete the refresher training this year before she will be upgraded to QA for the 2013-2014 testing year.	None
	26	1/9/14	Training	Refresher vs. Full	I am doing the online training portion for my renewal as Alternate Assessment Mentor. I believe that I can do just the refresher tasks but the list of full tasks also shows up on my login. Do I just skip the full tasks and go directly to the refresher tasks? Is that how it works? I'm a little confused….thanks for your assistance!	Yes you only need to complete the refresher. You will see as a returning user on the right hand side of the training page there is a 'Refresher' column. The training areas you will need to complete have a box in the 'Refresher' column, and after all boxes have green check marks you can then take the refresher proficiency test. Let me know if this makes sense or if you have further questions.	None
	27	1/10/14	Training	Refresher vs. Full	During an extended medical leave I took this fall the SpEd Director took my place to become our district's Mentor Trainer. I am back at work to stay and wondering if it would be possible for me to assist in the training. I did not attend the fall training in Anchorage due to my absence. I could get on-line and complete all the on-line training piece within the next few days but what do you think? Can I just assist without being a Qualified Mentor/Trainer or should I proceed towards qualifying if possible?	Since you were qualified last year, you only need to do the refresher skills. Practice tests are not required ever again after the one time. They length of the practice tests have been greatly reduced as well.	None
	28	1/10/14	Training	Refresher vs. Full	Is is a recertification year for Qualified Assessors from last year or do they need to do the whole online training? I know new folks will need to but just wanted to check on the previously qualified staff.	We eliminated the four year cycle where everyone had to redo everything. If you maintained certification last year, only need refreshers this year (QAs and QTs).	None

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	11	11/18/13	Training	Requirements	I need to move to being a QT now that I achieved being a QA. How do I go about doing that again?	Your next step is to train a protege. You have an assessor in your district, who has been a QA in the past. I suggest you use him as your protégé. He needs to give the Training Practice Tests to someone (adult or general education student) an then you evaluate HIS administration and scoring and send us (1) your evaluation of his administration and (2) all of his practice test documents. You could use Sevrina's evaluation of your practice tests as a template. After we look at your evaluation of your protégé's practice test administrations (and I know you will do a great job) then we can upgrade you to QT. Sevrina will let me know when you've passed the Evaluation piece, and I'll change your status in the system and send you an email. I've attached a copy of the form you will use to evaluate your protégé's practice tests. Remember to have him use the Training Practice Tests, located in the Materials Tab, under Training Support Documents. He can administer these practice tests to	None

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Multiple Queries	N	Date	Category	Sub-Category	Issue	Helpdesk Response	Address with Training?
	22	12/16/13	Training	Requirements	Kim Sherman sent a clarification email on QT training requirements.	This email is addressed to educators who have indicated they will train to the Alaska Alternate Assessment Qualified Mentor-Trainer status for the 2013-2014 school year, and who have a currently qualified QT in district. This is just a reminder of the steps to reach QT status: 1) Become a Qualified Assessor (QA) by completing online training, passing the online proficiency tests, and administering a set of Training Practice Tests. NOTE: Some of you reached QA status in previous years and are not required to administer the practice tests this year. If this is your first year with the AKAA, you will need to administer the practice tests. Your district QT will evaluate your Training Practice Tests. 2) Train another educator to QA status (including administering Training Practice Tests). 3) Evaluate your protege's Training Practice Tests. 4) Send your evaluation AND your protege's Training Practice Test documents to: Sevrina Tindal 32534 Dillard Road Eugene OR 97405 We recommend you make copies of the documents before you send them, just in case they are lost in the mail.	None

Alaska Alternate Assessment Help Desk Log
2013-2014

Multiple Queries	N	Date	Category	Sub-Category	Issue	Helpdesk Response	Address with Training?
	37	1/27/14	Training	Requirements	I finished the training to become an alternate assessment testor. Do I need to do anything more on the website. My mentor-trainer thought that I might need to do more to become a trainer of testors. When I check my area it only shows the testing & proficiencies I have completed.	I see online that you have completed your training to reach the QA status, which means that you are eligible to download the Secure Test materials, enroll students into the system, test the students and enter student test data. Because your district has a current QT, you will do your QT training with her Most of your QT training, though, is self-paced. You will want to complete all four of the guided, narrated PowerPoint lessons in the ak.k12test.com training site. Look at the tab called "New Mentor" and watch and listen each of the four modules. Transcripts are also provided if you prefer to read the information. After you have completed the training modules in the "New Mentor" tab, you will need to train one person (or more) to the Qualified Assessor level. This includes having your protégé administer the Training Practice Tests and reviewing your protégé's administration. your mentor would then review your review of your protégé's practice test administration. These steps are also described in the New Mentor training tabs. You may take your time to complete these steps, as the critical piece required for administering the secure tests during the testing window (today through April	None
	1	8/15/13	Training	Training window	I was wondering if I can start completing the training? I am a 4th year Mentor and need to complete all tests areas this year.	The training site doesn't open until September 23rd. At that time you will be able to login and complete the training.	None
√√√√√	9	11/7/13	Training	Training dates in district	A district mentor emailed the helpdesk with dates she would be completing her district training.	The helpdesk will be available for any questions/concerns during the training dates.	None