

**Mississippi Alternate Assessment of
Extended Science Frameworks (MAAESF)
District Special Education Director**

TIMELINE	Assessment Timeline	✓
Throughout the assessment window.	1. Have you reviewed the new MAAESF documents, training PPTs & materials, required forms, and helpful video clips found at www.mde.k12.ms.us/maaesf	
TIMELINE	Assessment Timeline Phase 1	✓
July–Aug	2. Have you reviewed the 2013–2014 MAAESF Reports with your teachers?	
Aug–Sept 2014	3. Have you reviewed the Revised Teacher Resource Guide (TRG) ?	
	4. Have you reviewed the NEW Data Collection Requirements ?	
	5. Have you reviewed the NEW Mississippi Extended Science Frameworks-(MESF) ?	
	6. Have you reviewed the 4 Revised MAAESF Forms (Portfolio Level) so that you know which ones you will need to sign? <ul style="list-style-type: none"> ○ MAAESF Ethics in Data Collection (required for ALL students) ○ MAAESF Media Permission Form (if applicable) ○ MAAESF Non-Recognizable Student Media Form (if applicable) ○ MAAESF Progress Determination Form (if applicable) 	
	7. Have you reviewed the 4 Revised MAAESF Cover Forms (Objective Entry Level) ? Teachers are <u>required</u> to submit <u>one</u> of the following forms with each entry submission in the Assessment View System (AVS): <ul style="list-style-type: none"> ○ MAAESF Evidence Cover Form ○ MAAESF Observation Form ○ MAAESF Photograph Series Form ○ MAAESF Video Comment Form 	
Aug–Oct 2014	8. Have your teachers identified the students participating in the MAAESF?	
	9. Have your teachers identified which MESF objectives are to be assessed for each student?	

TIMELINE	Assessment Timeline Phase 2	✓
Aug–Dec 19, 2014	10. Have your teachers collected Baseline assessments for all students? <ul style="list-style-type: none"> ○ State deadline to collect Baseline assessments for all students is December 19, 2014. No Baseline assessments will be accepted if collected beyond this date. 	
	11. Have you set deadlines for your teachers? <ul style="list-style-type: none"> ○ Registration in the AVS, ○ Upload Baseline Evidence, ○ Upload Final Evidence, ○ Upload Required Portfolio Level Forms, and ○ Score the evidence in the AVS. <ul style="list-style-type: none"> ▪ Teachers must assign a Performance Score in the AVS. ▪ Teachers must assign a Complexity Score in the AVS. 	
Sept 30, 2014	12. Are there any students in your district/school that need to repeat an assessment grade? <ul style="list-style-type: none"> ○ If so, the MAAESF Repeat Grade Form must be signed and submitted to MDE. 	
Dec 2014	13. The AVS will open to teachers and administrators mid-December. Have you logged into the AVS and registered?	
	14. Have you checked with all your teachers to make sure they have the correct students listed in the AVS?	
	<ul style="list-style-type: none"> ○ If corrections are needed, have you verified that changes have been made and are reflected in the MSIS? 	
	<ul style="list-style-type: none"> ○ If corrections <i>are</i> needed and changes <i>are</i> reflected in the MSIS, have you submitted a Correction Form to Sharon Prestridge (sprestridge@mde.k12.ms.us) for processing? (Note: Correction Forms take 2–3 weeks to process) 	
	15. Have you reviewed the AVS Teacher’s User Guide ?	
mid-Dec 2014 — early-January 2015	16. Have you read the AVS Administrator’s User Guide ?	
	17. Have you <ul style="list-style-type: none"> ○ logged into the AVS, ○ downloaded the Evidence Status Report, and ○ verified that all Baseline files have been loaded for students? 	

<p>Jan 16, 2015</p>	<p>18. Baseline evidence MUST be uploaded and verified in the AVS by JANUARY 16, 2015. The site closes at the end of the day for evidence upload.</p> <ul style="list-style-type: none"> ○ <u>Teachers must</u> upload Baseline files and enter the following Baseline collection data for each objective: <ul style="list-style-type: none"> ▪ Date ▪ Percent Correct ▪ Prompting 	
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TIMELINE	Assessment Timeline Phase 3	✓
Feb 20, 2015	19. Are there any <u>transfer students</u> in your district? <ul style="list-style-type: none"> ○ If so, the MAAESF Transfer Form must be signed and submitted after updating the MSIS. 	
	20. Are there any <u>homebound students</u> in your district/school? <ul style="list-style-type: none"> ○ If so, the MAAESF Homebound Student Form must be signed and submitted after updating the MSIS. 	
	21. Are there any correction forms <u>needed for students</u> and/or teachers in your district? If so, the MAAESF Correction Form must be submitted after updating the MSIS.	
Feb 27, 2015	22. Deadline for teachers to collect Final evidence is at least 15 instructional days after Baseline evidence and on or before February 27, 2015.	
	23. Have you verified that teachers have completed all steps of the MAAESF? Have you <ul style="list-style-type: none"> ○ logged into the AVS, ○ downloaded the Evidence Status Report and verified that all Final files have been loaded for students, ○ verified that all Scores have been loaded for students, and ○ verified that all teachers are showing as complete? 	
	24. Teachers who fax upload must fax evidence by February 27 th to ensure enough processing time for files to become visible in AVS.	
March 6, 2015	25. All student portfolios must be completed and verified in the AVS no later than March 6, 2015. The site closes at the end of the day for all activities. <u>Teachers must</u> complete each of the following steps no later than March 6, 2015: <ul style="list-style-type: none"> ○ Upload Final evidence files and enter the following baseline collection data for each objective: <ul style="list-style-type: none"> ▪ Date ▪ Percent Correct ▪ Prompting ○ Enter performance and complexity score for each objective (scoring cannot occur until both Baseline and Final files have been uploaded and collection information has been entered. ○ Upload portfolio level forms (see step 6). 	
	26. The AVS closes on March 6, 2015. After this date, neither teachers nor District Special Education Directors will have access to the AVS.	

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TIMELINE	Assessment Timeline Phase 4	✓
After reports are received in districts.	27. Have you reviewed the <i>2015 Online Reports and Appeals Training</i> video?	
	28. Have you checked with teachers in your district to see if they believe a discrepancy exists between the score report and the portfolio evidence?	
	<ul style="list-style-type: none"> ○ If so, have you signed and submitted an <i>MAAESF Appeal to Re-Score Request Form</i>? 	

If you have any questions, please contact either the MAAESF Helpline at 1-877-730-7171 or MAAESF@measuredprogress.org.