



## Administration Training Resources

Dear Alternate Assessment Coordinators,

The following 2016-2017 FSAA-Performance Task Administration Training Resources are now available on the FSAA-Performance Task Portal: <https://fsaa-training.onlinehelp.measuredprogress.org/>

Training Resources	Description
<b><i>Sample Agenda</i></b>	This sample agenda is designed for providing a full day face-to-face training for teachers who are administering the FSAA-PT for the first time. It can be modified to suit the needs and duration of your training.
<b><i>Teacher Administration Training Presentation (PowerPoint)</i></b>	This PowerPoint contains all of the information needed to train teachers who are new to the FSAA-PT. This presentation can be modified to suit the needs and duration of your training.
<b><i>Teacher Preparation Checklist</i></b>	Teachers should be encouraged to use this tool in their preparation for the administration of the FSAA-PT.
<b><i>Facilitating Questions</i></b> <b><i>TAM Scavenger Hunt Activity</i></b> <b><i>TAM Scavenger Hunt Activity Key</i></b> <b><i>Writing Open Response Activity</i></b> <b><i>Writing Open Response Activity Key</i></b> <b><i>Administration Activity*</i></b>	These activities are resources the trainer can use to enhance the training and provide teachers with hands-on experience with the materials used in the administration of the FSAA-PT.  <i>*Administration Activity is to be used in conjunction with the practice materials.</i>
<b><i>Administrator Observation Form</i></b> <b><i>Coordinator/Designee Observation Form</i></b>	These forms can be used to document that all administration procedures are followed properly and to provide information for improving future trainings.

As a reminder, the following training resources will be provided in the timeframes indicated below:

Late October	Early-Mid February
<b>Administration Training Modules</b>  <b>16-17 Administration Manual and Practice Tests</b> (printed to districts)	<b>FSAA Online System Module and Online System User Guides</b>

Please contact the FSAA Service Center with any questions by phone at 866) 239-2149 or by email at [FSAAServiceCenter@measuredprogress.org](mailto:FSAAServiceCenter@measuredprogress.org). Standard Hours for the FSAA Service Center are Monday – Friday from 8:00 a.m. to 5:00 p.m. EST.