



2020 FSAA—Performance Task Fall Makeup (ELA 2 and Algebra 1) Milestones and Preparation

Dear Alternate Assessment Coordinator,

Students in your district are scheduled to participate in the 2020 FSAA—Performance Task (FSAA—PT) Fall Makeup administration. The following is important information regarding preparation guidelines, milestone dates, and resources.

Important Dates

Event	Date
Online System Opens	September 14, 2020
Fall Makeup Assessment Materials in Districts	September 14–25, 2020
Student Testing Window	September 28–December 18, 2020
Student Responses Entered into Online System	No later than 11:59 p.m. (ET) on December 18, 2020
Return of Test Materials to Piedra Data Services	No later than January 15, 2021

Fall Makeup FSAA Portal Page

A Fall Makeup page has been added to the FSAA Portal to provide administration and training resources for teachers, AACs participating in the Fall Makeup administration. The Fall Makeup page of the FSAA Portal can be found at

<https://fsaa-training.onlinehelp.cognia.org/performance-task-fall-makeup/>.

Please Note: All resources, training materials, and administration procedures to be used for the Fall Makeup administration are listed under the Fall Makeup page of the FSAA Portal.

FSAA—Performance Task Online System Information

Login Procedure

The FSAA—PT Online System login procedure for the Fall Makeup administration is outlined in the Online System User Guide.

- The username and password will consist of the following naming convention: two-digit district code, followed by the first two letters of the user's first name, then the user's full last name. Please note, credentials are case sensitive. Be sure to use all lowercase when logging in.

For example, the district 01 AAC is Allison Graham. Allison would log in to the FSAA—PT Online System using the following credentials:

- Login: 01algraham
- Initial Password: 01algraham

System Preparation

When the FSAA—PT Online System opens on September 14, 2020, each district will have one AAC account preloaded. You may choose to create School Level Coordinator (SLC) accounts to support data management tasks. If you wish to have additional AAC accounts added, please request an update through the FSAA—PT Online System.

The System Administrator (AAC or SLC) for each school will be required to:

- log in to the system and reset the default password to a secure password,
- add or import teachers who will administer the Fall Makeup,
- add or import students required to participate in the Fall Makeup administration,
- assign the appropriate teacher to each student's grade- and content-specific FSAA—PT course assessment (ELA 2 or Algebra 1), and
- communicate FSAA—PT Online System login credentials to teachers participating in the Fall Makeup administration.

Please note:

The time required to add teachers and students into the FSAA—PT Online System and make the necessary assignment connections will vary based on the number of students participating in the Fall Makeup administration. Therefore, while the FSAA—PT Online System will be available for all users on September 14, 2020, the AAC will determine and communicate the appropriate date for teachers in his or her district to access the FSAA—PT Online System.

Upload Layouts

The layout requirements for loading additional SLCs, teachers, and students are available on the Fall Makeup page of the FSAA Portal.

- SLC template
- SLC layout, instructions, example
- Teacher template
- Teacher layout, instructions, example
- Student template
- Student layout, instructions, example

FSAA—PT Online System User Guides

The 2019–2020 FSAA—PT Online System User Guide for System Administrators and the 2019–2020 FSAA—PT Online System User Guide for Teachers are available for download on the Fall Makeup page of the FSAA Portal.

FSAA—PT Online System Tutorials

Tutorials for teachers and AACs providing instruction and guidance for use of the FSAA—PT Online System are available on the Fall Makeup page of the FSAA Portal. It is strongly recommended that teachers and AACs watch the tutorials prior to the system release.

FSAA Service Center

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

- Standard hours: Monday–Friday from 8:00 a.m. to 5:00 p.m. (ET)