

Spring 2016

Test Coordinator's Manual

AIMS SCIENCE GRADES 4 and 8

AIMS SCIENCE HIGH SCHOOL

Test Coordinator's Name

ARIZONA'S

Instrument to Measure Standards

SCIENCE

AZ00002491

PEARSON

PEARSON

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Introduction

Arizona's Instrument to Measure Standards Science (AIMS Science) is administered to all students in grades 4, 8, and HS. High school students in cohorts 2018 or 2019 are permitted to participate in the AIMS Science. Students in cohort 2018 who did not participate in the Spring 2015 administration of AIMS HS Science are expected to participate. Students in cohort 2019 (generally ninth-grade students) who are enrolled in a life science course that is aligned to Strands 1–4 of the Arizona Academic Content Standard for Science at the high school level may participate in the Spring 2016 administration of AIMS HS Science.

Each District Superintendent or Charter Representative must designate an Achievement District Test Coordinator to oversee testing for all schools within the district or for all schools under the same charter. This individual is referred to as the Achievement District Test Coordinator. The *Test Coordinator's Manual* is written specifically for Achievement District Test Coordinators.

Responsibilities of the Achievement District Test Coordinator

The Achievement District Test Coordinator is responsible for the correct administration of AIMS Science testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct testing in the schools. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators. However, the Achievement District Test Coordinator assumes ultimate responsibility.

Responsibilities of the Achievement District Test Coordinator include:

Before Testing

- developing lists of students testing;
- ordering test materials;
- completing all sessions of the Pre-test On-line training;
- obtaining signed copies of the Achievement Test Security Agreement;
- submitting to ADE a copy of the Achievement Test Security Agreement signed by the District Superintendent or Charter Representative;
- scheduling testing activities within the district or charter schools;
- communicating the schedule to Test Administrators;
- training Test Administrators and Proctors on test administration procedures, including the use of the Pre-ID labels and completion of the student demographic data grid and accommodations data boxes;
- working with Test Administrators to select appropriate classrooms or other sites within the school where testing will take place;
- implementing and maintaining security procedures within the district/charter and school(s);
- communicating security procedures and responsibilities to Test Administrators;
- receiving materials from Pearson;
- inventorying test materials and Test Coordinator's Kits upon arrival and, if needed, ordering additional materials; and
- following up on questions from Test Administrators by contacting either Pearson or the ADE.

During Testing

- maintaining an accurate inventory of all test materials throughout the test administration window;
- checking out test books and answer documents to Test Administrators at the beginning of each day of the test administration;
- monitoring assessment activities; and
- checking in test books and answer documents from Test Administrators at the end of each day of the test administration.

After Testing

- checking that responses have been transferred to standard answer documents for students who used the large print or Braille test versions or who used assistive technology as an accommodation, and that student responses from contaminated test materials have been transferred to clean answer documents;
- completing the Header Sheets;
- completing the School Header Lists;
- completing the Materials Inventory Sheets;
- reporting any testing incidents to the ADE Achievement State Test Coordinator;
- boxing materials for return shipping as instructed in this manual;
- ensuring all scorable and nonscorable test materials are prepared for return by the scheduled retrieval date; and
- Contact UPS (FedEx Freight) to arrange for pickup of test materials.

Procedures for Test Administration

The AIMS Science tests are standardized exams and must be administered exactly as directed in the *AIMS Science Test Administration Directions*. Achievement District Test Coordinators must review the *AIMS Science Test Administration Directions* and the *AIMS Science Test Coordinator's Manual*. This should be done well in advance of training School Test Coordinators and Test Administrators and before administering the tests. What follows is a brief summary of test administration procedures for AIMS.

Students to Be Tested

Students in grades 4, 8, and HS are expected to participate in AIMS Science. High school students in cohorts 2018 or 2019 are permitted to participate in the AIMS Science. Students in cohort 2018 who did not participate in the Spring 2015 administration of AIMS HS Science are expected to participate. Students in cohort 2019 (generally ninth-grade students) who are enrolled in a life science course that is aligned to Strands 1–4 of the Arizona Academic Content Standard for Science at the high school level may participate in the Spring 2016 administration of AIMS HS Science.

Students with significant cognitive disabilities and whose current Individualized Education Program (IEP) designates them as eligible for an alternate assessment, Arizona’s Instrument to Measure Standards Alternate (AIMS A), are excluded from AIMS Science testing. All other Arizona public school students in Grades 4, 8, and HS will participate in testing as described below.

Test Administration Schedule

All AIMS Science tests are untimed. The times shown below are for planning purposes only. It is the Achievement District Test Coordinator’s responsibility to communicate this schedule to the appropriate school and district personnel, including Test Administrators, and to students and parents/guardians. Schools within the district do not have to test on the same day.

AIMS Science is to be administered during the test window of March 14, 2016–April 22, 2016 for students in grade 4, grade 8, and HS.

AIMS Science Test Administration Dates		
Test Window: Monday, March 14, 2016–Friday, April 22, 2016		
Content Area	Grade(s)	Session(s)—Approximate Time
Science	HS	1 session—2 hours
Science Part 1	4 and 8	1 session—45–60 minutes
Science Part 2	4 and 8	1 session—45–60 minutes

Required Test Materials

Achievement District Test Coordinators are responsible for seeing that each testing room, each Test Administrator, and each Proctor has the appropriate test materials to administer the AIMS Science tests correctly. Most of the required test materials are provided by the State and shipped to the Achievement District Test Coordinator by the test vendor, Pearson. Some of the required test materials must be provided by the schools.

The State will provide to Achievement District Test Coordinators the following test materials:

- AIMS Science test books
- AIMS Science answer documents
- AIMS Science Test Administration Directions*
- AIMS Science Test Coordinator's Manual*
- materials necessary to package the AIMS Science scorable and nonscorable test materials for return to Pearson

Refer to "Receiving Test Materials" on page 9 for more detailed information about these state-provided materials and how they will be packaged when shipped to districts. Refer to "Assembling Scorable Test Materials" beginning on page 15 and "Assembling Nonscorable Test Materials" beginning on page 25 for detailed information on the procedures for packaging test materials for return.

The schools must provide the following test materials:

- a supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers
- a pencil sharpener or an additional supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers
- a "Testing—Do Not Disturb" sign

Test Security

All districts and charters administering any AIMS Science tests must have an Achievement Test Security Agreement For Superintendents/Charter Representatives and District Coordinators signed and faxed to ADE at **602.542.5467** or Emailed to **marypat.wood@azed.gov** no later than **January 29, 2016**.

All school/district/charter personnel who will have access to the AIMS Science test materials must sign an Achievement Test Security Agreement. This includes, but is not limited to, warehouse personnel, Proctors, Test Administrators, School Test Coordinators, School Administrators, and District/Charter Administrators. These signed Achievement Test Security Agreements are to be maintained as directed on the Superintendents/Charter Representatives Test Security Agreement.

Copies of the Test Security Agreements are available to Achievement District Test Coordinators online at the ADE Achievement Testing District Test Coordinator's Web page at www.azed.gov/assessment/testcoordinators/.

Achievement District Test Coordinators are responsible for establishing and enforcing test security procedures. These procedures must comply with the Test Security Agreement, the State Board of Education Rule regarding test security (see pages 33–34), and Test Security guidance provided during the Pre-Test On-line Training. Guidance on test security is also included in the *AIMS Science Test Administration Directions*.

Any breach of test security, loss of materials, failure to account for materials, or any other deviation from acceptable security procedures shall be reported immediately to the Achievement State Test Coordinator. The discipline of staff members who violate test security is the responsibility of the district or charter. Disciplinary action may include, but is not limited to, a letter of reprimand, suspension with pay, suspension without pay, dismissal, or report of violation to the Investigations Unit of the State Board of Education.

Student Identification Information

Achievement District Test Coordinators are responsible for training School Test Coordinators and Test Administrators in the correct use of all student identification fields on the test materials. Student identification information includes the following:

- the student identification fields on the front of the test books and answer documents;
- the Pre-ID labels on the front of the AIMS Science answer documents (Spring 2016 Science administration);
- the demographic data grid on the back of the AIMS Science answer documents; and
- the accommodations fields on the back of the AIMS Science answer documents.

Detailed information on the correct use of the Pre-ID labels and the demographic data grid is included in the *AIMS Science Test Administration Directions*. **If a Pre-ID label is used, then do not grid student demographic information. If student demographic information is gridded, then do not use a Pre-ID label. Never submit an answer document with both a Pre-ID label and gridded student demographic information.**

The script included in the *AIMS Science Test Administration Directions* guides students through the completion of the student identification fields on the front of the test books and answer documents. Test Administrators should confirm that these fields are completed before dismissing students from the testing session.

The student identified on the Pre-ID label must be the same student whose handwritten name is next to the Pre-ID label. If the incorrect Pre-ID label is applied to an answer document, do not try to remove the label and do not mark-out the label; contact the Achievement State Test Coordinator, Mary Pat Wood, for direction.

All Test Administrators should be familiar with the Test Accommodations Guidelines available on the ADE Web site. Students with disabilities and English language learners are eligible to receive certain standard accommodations.

Instructions for completing the testing accommodation information are included in the *AIMS Science Test Administration Directions* manual. The accommodations information fields on the back of the answer documents must be completed for any student who received a standard accommodation.

Arrangements Prior to Test Administration

AIMS Science tests are to be administered at Arizona schools. Schools administering AIMS Science tests at locations other than school property, such as a public library, hotel meeting room, or conference center, must provide addresses for all such off-site test locations to the Assessment Section of the ADE. AIMS Science tests may be administered in a home or hospital setting for a single student without notifying the ADE. AIMS Science tests cannot be administered outside of the state of Arizona.

The Achievement District Test Coordinator is responsible for determining the suitability of each testing room. Each testing room must provide a comfortable and distraction-free environment. Seating should be arranged so that students are not tempted to look at the answers of others.

Poster-size versions of the AIMS Science Reference Sheet for Grade 8, as downloaded from ADE Web site, may remain posted during AIMS Science testing. Any of these posted materials must match the grade level being tested in the room. **All other visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.**

*Test Administrators and Proctors **must** be employees of the school and must be trained in the correct test administration and test security procedures.*

The Achievement District Test Coordinator is responsible for assigning Test Administrators and, if needed, Proctors for each testing room. Test Administrators and Proctors **must** be employees of the school and must be trained in the correct test administration and test security procedures.

The training of Test Administrators and Proctors must include a thorough review of test security procedures; test administration procedures, including the correct use of testing accommodations; procedures for the use of Pre-ID labels; procedures for the bubbling of student demographic data and standard accommodations; and procedures for handling unexpected or unusual situations. The Test Security Agreement should be reviewed during the training of Test Administrators and Proctors. All Test Administrators and Proctors must sign a Test Security Agreement.

All Test Administrators and Proctors should be given copies of the *AIMS Science Test Administration Directions* at least one day prior to the administration of any AIMS Science test. Test Administrators and Proctors for AIMS Science testing are expected to read all of the appropriate *AIMS Test Administration Directions*. *AIMS Test Administration Directions* are not secure test materials and may be kept in classrooms or other non-secure locations.

Procedures for Handling Test Materials

Before Testing

Receiving Test Materials

Test materials for all schools within the district or charter will be shipped to the Achievement District Test Coordinator. The Achievement District Test Coordinator is responsible for inventorying the materials and distributing the appropriate materials to schools.

Test materials for AIMS Science March–April testing will arrive during the delivery window of February 29, 2016–March 3, 2016.

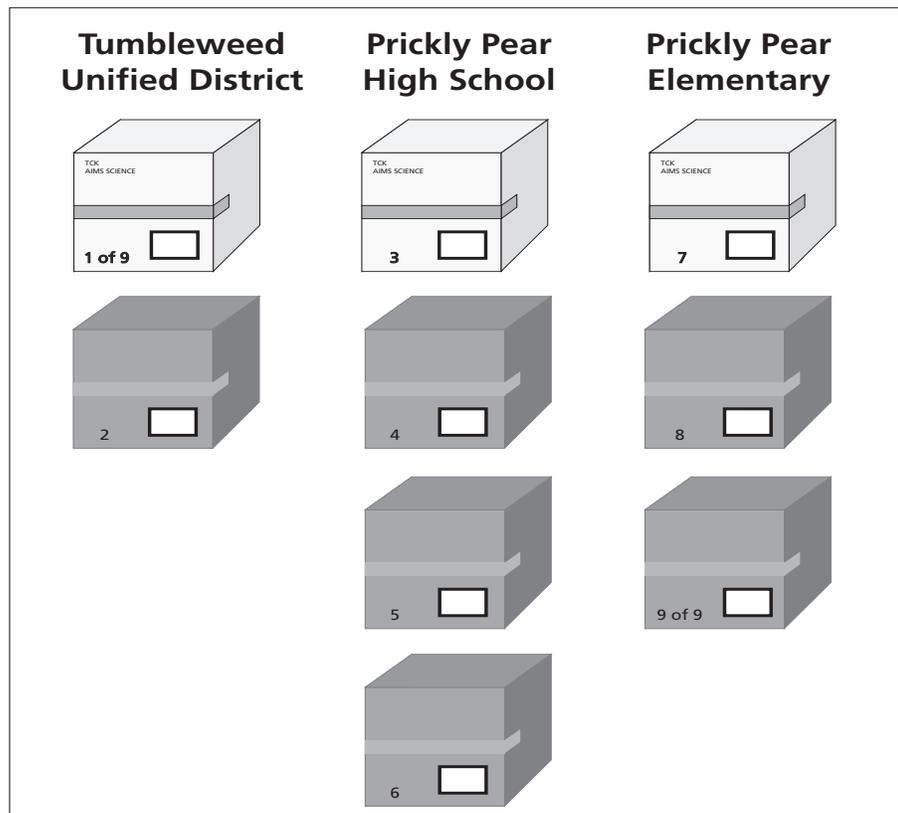
When the test materials are delivered, verify that all boxes in the shipment were received and that they are addressed to your district before signing for the delivery. An outbound shipping label will be on the top of the box. This label will include the Achievement District Test Coordinator’s name, district name and entity number, and district shipping address, and will indicate if it is a district box or a school box.



Outbound Shipping Label

Materials will be shipped in dual-purpose boxes designed to be easily used for both receiving and shipping materials. Save both the white and brown boxes for use in returning materials to Pearson.

Each box of the shipment is hand-numbered. The numbers are on the top of each box in the lower left corner. The first and last box will be numbered "1 of x" and "x of x." The boxes between the first and last box will have only the number marked specifically for each box. For example, in a shipment of 9 boxes, the first box is numbered "1 of 9" and the last box is numbered "9 of 9." Box number 2 through box number 8 are numbered without a reference to the range. The boxes will be numbered in order so that the district boxes are first, then the schools' boxes follow with the schools in numeric order by their school entity number. The Test Coordinator's Kits (the white boxes) will always be at the beginning of the district's set of boxes and at the beginning of each school's set of boxes.



Box Shipment Diagram

Test Coordinator's Materials Checklist

White boxes will be used for Test Coordinator's Kits (TCK).

District Test Coordinator's Kits include:

- Pallet Detail Sheet
- District Packing List
- School Packing Lists (duplicates of all schools within district)
- AIMS Science Test Coordinator's Manual*
- Header Sheets, AIMS Science (Blank)
- Paper Bands
- District Materials Inventory Sheets
- AIMS Science Orange Scorable Return Shipping Labels (Preprinted and Blank)
- AIMS Science Green Nonscorable Return Shipping Labels (Preprinted and Blank)
- Shipping Labels (UPS or FedEx Freight Bill Of Lading)
- Instructions for Returning Science Materials

School Test Coordinator's Kits include:

- Pallet Detail Sheet
- School Packing List
- AIMS Science Test Coordinator's Manual*
- Pre-ID Labels, AIMS Science
- Pre-ID Roster, AIMS Science
- Header Sheets, AIMS (Preslugged)
- Paper Bands
- School Header Lists, AIMS Science
- School Materials Inventory Sheets

Brown boxes will be used for test materials.

District brown boxes include:

- AIMS Science Test Books (district overage)
- AIMS Science Answer Documents (district overage)
- AIMS Science Test Administration Directions*

School brown boxes include:

- AIMS Science Test Books
- AIMS Science Answer Documents
- AIMS Science Test Administration Directions*

Inventorying Test Materials

On the same day that materials are delivered, Achievement District Test Coordinators should inventory their shipment of materials using the following checklist.

- 1) Find and open Box 1, a white box. Within Box 1, find the Pallet Detail sheet, the District Packing List, and all of the School Packing Lists. The School Packing Lists included in Box 1 are duplicate packing lists for the Achievement District Test Coordinator. Do not send these packing lists to the schools.

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TUMBLEWEED UNIFIED DISTRICT		TUMBLEWEED UNIFIED DISTRICT																																					
1535 W JEFFERSON ST		1535 W JEFFERSON ST																																					
BIN #6		BIN #6																																					
PHOENIX, AZ 85007		PHOENIX, AZ 85007																																					
C/O MARY PAT WOOD AZ DEPT OF EDUCATION		C/O MARY PAT WOOD AZ DEPT OF EDUCATION																																					
Phone: (602) 5425450		Phone: (602) 5425450																																					
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Pallet Detail Sheet

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District Packing List

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<small>For Internal Use Only Pick Batch: 203242 Delivery: 976452 OrderLine: 8531901 Sequence: 0001 17-SEP-16 02:00 Page 1 of 1</small>																																																									

School Packing List

- 2) Compare the box range and the number of boxes shown on the Pallet Detail sheet with the actual boxes received for the district and for each school. If the total number of boxes indicated on the Pallet Detail sheet has not been received by the end of the delivery window, contact the AIMS Help Customer Service Line at Pearson by phone at 888.705.9421, Option 1, or by email at AIMSHelp@support.pearson.com.
- 3) Open all of the district boxes. Verify the materials received against the District Packing List. Note any discrepancies on the packing list. The test books and answer documents included in the district shipment is an overage amount of the district-wide participation counts. Do not distribute these materials to schools unless needed.
- 4) The boxes of school test materials may be inventoried before delivering to schools or after delivering to schools. The school's copy of the School Packing List is in the school's first box. For each school, verify the materials received against the School Packing List. Note any discrepancies on the packing list.
- 5) Compare the actual quantities of test books and answer documents received by each school with the quantities needed. If the school needs more test books or answer documents, distribute district overage materials as needed.
- 6) Verify that each school has enough scoring and shipping materials in its Test Coordinator's Kit(s). If the school needs more paper bands, header sheets, or return labels, distribute materials from the district Test Coordinator's Kit(s) as needed. If the school received Pre-ID labels, the labels will be packaged in the school Test Coordinator's Kit(s).
- 7) If additional test materials or scoring materials beyond what was included in the district overage and district Test Coordinator's Kit(s) are needed, submit an additional order via PearsonAccess during the additional order window.

AIMS Science testing: March 4, 2016–April 8, 2016

Order as early in the additional order window as possible. Additional orders are shipped as they are received.

Maintain an accurate inventory of all materials at each school and at the district. Save all packing lists from the initial order and any additional orders to aid in the completion of the Materials Inventory Sheets when materials are packaged for return.

During Testing Precautions

- Do not use ANY test books or answer documents other than those that correspond to the Spring administration of AIMS Science. Documents from other testing programs or from previous AIMS Science test administrations will NOT be scored.
- Do not photocopy the test books or the answer documents.
- Do not disassemble or pull pages from the scorable test materials (including all answer documents).
- Do not allow students to make any marks near the timing marks on the edges of scorable test materials.
- Do not use "sticky" notes, paperclips, tape, staples, or glue on the scorable test materials.
- Do not insert loose papers into the scorable test materials.
- Do not tape or glue additional paper into the scorable test materials.
- Do not allow students to use correction fluid on the scorable test materials. If an error is made in filling in a bubble, the student should erase the error completely and make the correction using a No. 2 pencil.
- Do not allow students to use colored pencils, pens, markers, or highlighters on the scorable test materials.
- Do not return test materials that have been contaminated with blood, vomit, or other bodily fluids to Pearson. Provide directions to your Test Administrators for the proper handling of contaminated test materials.
- No Test Administrator can change any student responses on a student answer document.
- No Test Administrator can erase any student responses on a student answer document.
- No Test Administrator can erase any stray marks on a student answer document.

After Testing

Inspecting and Organizing Test Materials

After testing, Test Administrators should inspect the test books and answer documents as directed in the corresponding *AIMS Science Test Administration Directions*. Test Administrators cannot change any student responses, erase any student responses, or erase stray marks on an answer document without the permission of the Arizona Department of Education. Used answer documents must be stacked separately with front covers facing up.

Assembling Scorable Test Materials

Scorable materials include **only** standard, regular-sized used AIMS Science answer documents and the materials needed to package these items for return. All AIMS Science Braille materials and all large print materials are nonscorable. Nonscorable materials are to be returned separately from scorable materials.

The Achievement District Test Coordinator is responsible for determining which of the following steps will be completed by Test Administrators or by the School Test Coordinator. The Achievement District Test Coordinator is responsible for providing directions and training accordingly.

- Verify that student responses have been transferred to a standard regular-sized answer document for the following special circumstances.

Student responses on test materials that have been contaminated with blood, vomit, or other bodily fluids must be transferred to clean answer documents. After transferring student responses, destroy any contaminated test books and answer documents securely and appropriately by following the requirements for disposing of hazardous materials. Note the destroyed test materials on the School Materials Inventory Sheet with an indication that the books were contaminated and destroyed. **Do not return contaminated test materials to Pearson.**

For students who used a large-print or Braille version of the test or who used assistive technology as an accommodation, transfer their responses to standard regular-sized answer documents. For more information on this process, please refer to the *AIMS Science Test Administration Directions*.

- Organize the answer documents.

Separate the answer documents by grade/cohort. Within each grade/cohort, group by teacher, if desired.
- Complete header sheets.

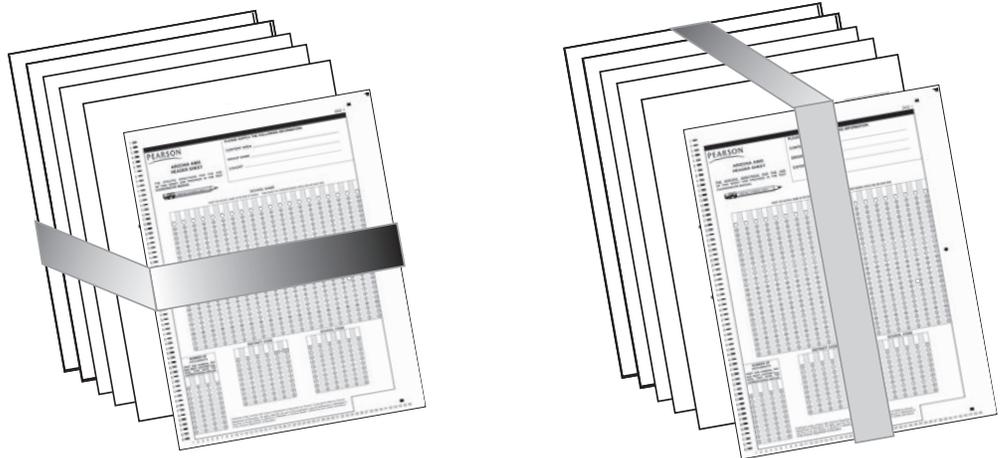
For each group, select a preslugged green AIMS Science Header Sheet with the correct school name. Complete the header sheet as directed in the section “Completing Header Sheets for AIMS Science Scorables” on pages 20–22.

- Bind each group of scorables.

Place completed header sheet with SIDE 1 facing up on top of the stack of scorables for the group. Wrap one band around the stack horizontally or vertically. Be sure the band holds the documents securely. Paper bands received in the Test Coordinator's Kit(s) may have preprinted text. It is not necessary to complete the information on the paper bands.

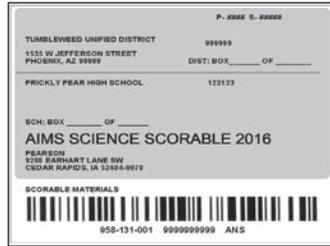
A large group may be divided into two or more stacks so that each stack can be wrapped securely. Each stack should be no thicker than what the band can securely wrap around and be sealed. Make as many stacks as needed. One header sheet is needed per stack. For a large group with multiple stacks and multiple header sheets, make certain that the group name on each header sheet is identical. Bind the stacks with paper bands as directed above.

A small group must still have its own header sheet. Do not combine multiple groups, regardless of how small, under the same header sheet. Do not bind multiple groups together.



Binding Scorable Documents

Be certain the label is coded with the correct school and district. Do not use return labels from any previous test administration.

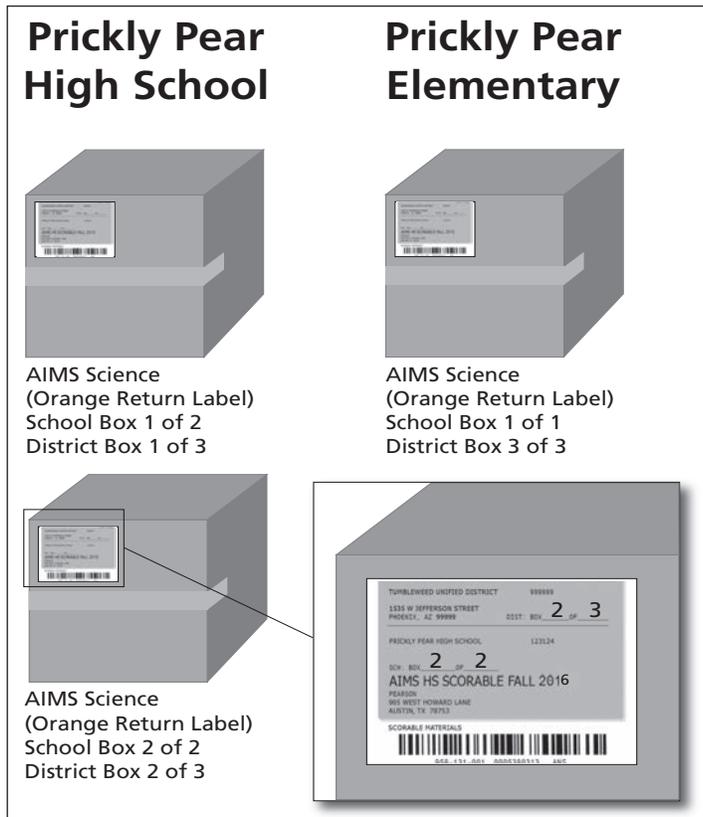


Orange Return Label for Scorable AIMS Science Test Materials

- Number the scorable boxes with an orange label.

For each school within the district or charter, mark each school box of scorable materials accordingly as "BOX 1 of X," "BOX 2 of X," etc. in the "SCH: BOX ___ OF ___" section of the scorable return label.

Mark the "DIST: BOX ___ OF ___" section of the orange scorable return labels in one continuous numbering sequence for the entire set of district scorable boxes without restarting the numbering at each school.



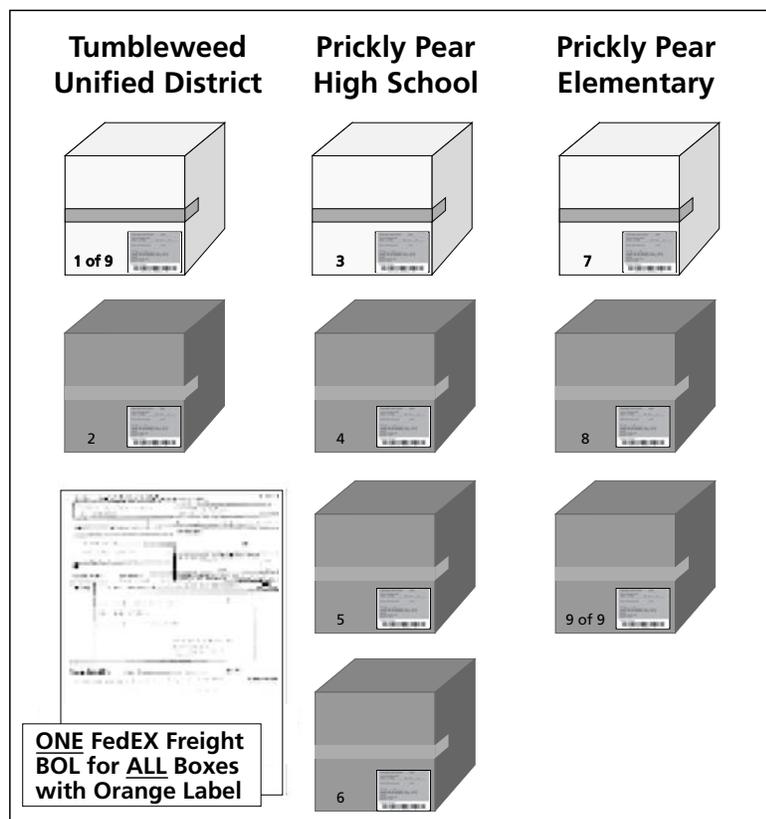
Numbering Boxes for Retrieval

- If UPS delivered your boxes, your boxes will be returned by UPS. Affix a UPS scorable shipping label to the top of each box next to the orange label.



UPS Label with Scorable Label Affixed to Box

- If FedEx Freight delivered your boxes, your boxes will be returned by FedEx Freight. Have ready only ONE FedEx Freight scorable Bill of Lading (BOL) for all boxes with orange labels.



BOL with Orange Scorable Label Affixed to Boxes

- Keep scorable boxes in secure storage until the scheduled UPS or FedEx Freight retrieval.

Completing Header Sheets for AIMS Science Scorables

PEARSON
ARIZONA AIMS
HEADER SHEET

PLEASE SUPPLY THE FOLLOWING INFORMATION:

A CONTENT AREA _____

B GROUP NAME _____

C COHORT _____

D SCHOOL NAME _____

E DISTRICT CODE _____

G SCHOOL CODE _____

H PRINT THE NAME IN THE BOXES, JUST AS YOU WANT IT TO APPEAR ON THE REPORTS. THEN MARK THE CORRESPONDING CIRCLES.

I GRADE _____

J COHORT _____

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150086-001-001 Printed in the USA by Pearson 1500163

Sample Header Sheet

The green AIMS Science Header Sheet provides data that appears on the score reports. A Header Sheet **must** be completed for each group's documents. Each group of completed answer documents may include students from only one grade or only one cohort.

Preslugged and blank Header Sheets have been provided in the Test Coordinator's Kits. Header sheets are scannable documents; **photocopies are not acceptable for the scoring center's use**. If additional Header Sheets are needed, blank Header Sheets may be ordered during the additional order window.

School name, district code, and school code have been completed on the preslugged Header Sheets. Please review the preslugged information. Be certain to confirm school code as many schools have similar names. **If information on a preslugged Header Sheet is incorrect, do not alter it. Instead, fill out all information on a blank Header Sheet.**

If information on a preslugged Header Sheet is incorrect, do not alter it. Instead, fill out all information on a blank Header Sheet.

SIDE 1

A CONTENT AREA

For preslugged Header Sheets and for blank Header Sheets, this section needs to be completed. Fill in the appropriate content area (science).

B GROUP NAME

For preslugged Header Sheets and for blank Header Sheets, this section needs to be completed. Fill in the group name. Each Header Sheet must have a group name. This must match the group name on **SIDE 2**.

C COHORT

Fill in cohort 2018 or 2019 for high school. This must match the cohort bubbled on **SIDE 2**.

D SCHOOL NAME

For preslugged Header Sheets, this area will be pre-filled.

For blank Header Sheets, this section needs to be completed. Print the school name in the row of boxes, and then mark the corresponding circle below each box. Be certain to use the same school name as on a corresponding preslugged Header Sheet.

E NUMBER OF DOCUMENTS

For preslugged Header Sheets and for blank Header Sheets, this section needs to be completed. Fill in the total number of student answer documents returned for scoring and grouped with this Header Sheet. Fill one numeral per box, right justified. For example, 32 answer documents must be filled in as "0032." Mark the corresponding circle below each box.

The number entered in the "Number of Documents" section of the Header Sheet must **exactly** match the number of answer documents grouped with the Header Sheet.

The number entered in the "Number of Documents" section of the Header Sheet must exactly match the number of answer documents grouped with the Header Sheet.

If using a blank Header Sheet, be certain to code all information exactly as it is on the preslugged Header Sheet.

F DISTRICT CODE

For preslugged Header Sheets, this area will be pre-filled.

For blank Header Sheets, this section needs to be completed. Print the district code in the row of boxes, and then mark the corresponding circle below each box. Be certain to use the same district code as on a corresponding preslugged Header Sheet.

G SCHOOL CODE

For preslugged Header Sheets, this area will be pre-filled. Student results will be reported under the school code on the Header Sheet. Confirm that the selected preslugged Header Sheet has the correct school code as many schools have similar names.

For blank Header Sheets, this section needs to be completed. Print the school code in the row of boxes, and then mark the corresponding circle below each box. Be certain to use the same school code as on a corresponding preslugged Header Sheet.

SIDE 2

H GROUP NAME

This section needs to be completed. Print the group name in the row of boxes, and then mark the corresponding circle below each box. Each Header Sheet must have a group name. This must match the group name on **SIDE 1**.

I GRADE

For Grade 4 and Grade 8, this section needs to be completed.

J COHORT

This section must be completed for high school. Fill in the last two numerals only, then mark the corresponding circle below each box. This must match the cohort on **SIDE 1**. **The hand-bubbled cohort is the cohort that will appear on reports.**

Please review all the hand-entered information.

***SIDE 2** of the Header Sheet must be completed.*

C DISTRICT ENTITY CODE and SCHOOL ENTITY CODE

District entity code and school entity code will be preprinted in this field.

D DISTRICT CONTACT PERSON

Print the name of the Achievement District Test Coordinator and District Contact Person.

E EMAIL ADDRESS

Print the email address of the Achievement District Test Coordinator.

F PHONE

Print the phone number of the Achievement District Test Coordinator.

G GROUP NAME

Print the group name exactly as it is on the Header Sheet. If a large group is bundled as multiple stacks, list the group only once on the School Header List.

H COHORT or GRADE

Print the grade (4, 8) or cohort (2018, 2019) exactly as it is on the Header Sheet.

I TOTAL NUMBER OF DOCUMENTS

Fill in the total number of answer documents returned for scoring for each group. If a large group is bundled as multiple stacks, be sure to total the number of documents from all Header Sheets for the group.

J COMMENTS

Use the comments section to indicate when a large group is bundled as multiple stacks.

Assembling Nonscorable Test Materials

Nonscorable materials must be packaged as directed and ready for pickup no later than 7:00 A.M. on the scheduled UPS or FedEx Freight retrieval date. The Achievement District Test Coordinator is responsible for determining which of the following steps will be completed by Test Administrators or by the School Test Coordinator. The Achievement District Test Coordinator is responsible for providing directions and training accordingly.

- Organize the nonscorable test materials by document type for each school:
 - used and unused Test Books;
 - unused Answer Documents;
 - all used and unused large print and Braille test materials;
 - all *AIMS Science Test Administration Directions*;
 - all *AIMS Science Test Coordinator's Manuals*;
 - all unused color-coded return shipping labels;
 - all unused shipping labels (UPS or FedEx Freight BOLs);
 - all unused Pre-ID labels; and
 - all unused preslugged header sheets.

- Complete AIMS Science School and District Materials Inventory Sheets.

Complete a School Materials Inventory Sheet for each school and complete a District Materials Inventory Sheet. Count the number of each type of document and note it on the appropriate Materials Inventory Sheet(s). Note any missing test books and provide an explanation. District nonscorable materials are returned with the school nonscorable materials.

ARIZONA'S INSTRUMENT TO MEASURE STANDARDS (AIMS)
GRADES 4, 8, AND HIGH SCHOOL SCIENCE
SPRING 2016 SCHOOL MATERIALS INVENTORY SHEET

Complete this form for all AIMS Grades 4, 8 and HS Science test books received in the **school boxes** and for any additional books received.

All AIMS Grades 4, 8 and HS Science test books that have been received must be accounted for and returned to Pearson.

ALL USED AND UNUSED TEST BOOKS FOR THE SCHOOL MUST BE RETURNED IN A NONSCORABLE BOX FOR THE SCHOOL WITH A GREEN LABEL.			
	GRADE 4 SCIENCE TEST BOOKS	GRADE 8 SCIENCE TEST BOOKS	HIGH SCHOOL SCIENCE TEST BOOKS
ACTUAL NUMBER RECEIVED IN SCHOOL BOXES			
+ ADDITIONAL BOOKS RECEIVED	+	+	+
- CONTAMINATED AND SECURELY DESTROYED	-	-	-
= TOTAL RETURNED			

A TESTING INCIDENT REPORT MUST BE SUBMITTED TO ADE IF THERE IS A DISCREPANCY BETWEEN THE TOTAL RETURNED AS INDICATED ABOVE AND THE ACTUAL NUMBER OF TEST BOOKS RETURNED.

ALL TEST BOOKS MUST BE RETURNED TO PEARSON.

I certify that: No test books were reproduced and all test books that have been issued to my school have been accounted for and returned to Pearson.

SCHOOL NAME _____ SCHOOL ENTITY NUMBER _____

SCHOOL AUTHORIZED SIGNATURE _____ DATE _____

COMPLETE 1 SCHOOL MATERIALS INVENTORY SHEET FOR THE SCHOOL
PLACE THIS SHEET IN FIRST NONSCORABLE BOX FOR SCHOOL

This form may be reproduced. AZ00002407

School Materials Inventory Sheet

ARIZONA'S INSTRUMENT TO MEASURE STANDARDS (AIMS)
GRADES 4, 8, AND HIGH SCHOOL SCIENCE
SPRING 2016 DISTRICT MATERIALS INVENTORY SHEET

Complete this form for AIMS Science Grades 4, 8, and HS Science test books received in the **district overage boxes** and for any additional AIMS Grades 4, 8, and HS Science test books received from additional orders and/or another district.

All AIMS Grades 4, 8, and HS Science test books that have been received must be accounted for and returned to Pearson.

ALL UNUSED TEST BOOKS FOR THE DISTRICT MUST BE RETURNED IN A NONSCORABLE BOX FOR ONE OF THE SCHOOLS WITHIN YOUR DISTRICT WITH A GREEN LABEL.			
	GRADE 4 SCIENCE TEST BOOKS	GRADE 8 SCIENCE TEST BOOKS	HIGH SCHOOL SCIENCE TEST BOOKS
ACTUAL NUMBER RECEIVED IN DISTRICT OVERAGE BOXES			
+ ADDITIONAL ORDERS	+	+	+
+ MATERIALS RECEIVED FROM DISTRICT	+	+	+
- DISTRIBUTED TO SCHOOLS	-	-	-
- DISTRIBUTED TO DISTRICT	-	-	-
= TOTAL RETURNED	=	=	=

A TESTING INCIDENT REPORT MUST BE SUBMITTED TO ADE IF THERE IS A DISCREPANCY BETWEEN THE TOTAL RETURNED AS INDICATED ABOVE AND THE ACTUAL NUMBER OF TEST BOOKS RETURNED.

ALL TEST BOOKS MUST BE RETURNED TO PEARSON.

I certify that: No test books were reproduced and all test books that have been issued to my District have been accounted for and returned to Pearson.

DISTRICT NAME _____ DISTRICT ENTITY NUMBER _____

DISTRICT TEST COORDINATOR _____ DATE _____

COMPLETE 1 DISTRICT MATERIALS INVENTORY SHEET FOR THE DISTRICT
PLACE THIS SHEET IN FIRST NONSCORABLE BOX

This form may be reproduced. AZ00002406

District Materials Inventory Sheet

- Box nonscorables.**
Box all nonscorables by school. If there are district nonscorable materials, place them in any school nonscorable materials box that has room to accommodate the district nonscorable materials.
Do not mix scorable and nonscorable materials in the same box.
- Place the corresponding School Materials Inventory Sheet at the top of each school's first nonscorable box.
- Place the District Materials Inventory Sheet at the top of the box of nonscorable materials that will be marked as the first nonscorable box for the district.
- Fill any empty spaces in the nonscorable boxes with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts."
- Seal the boxes.
- Label the boxes.

- Affix a precoded **GREEN** nonscorable return label to the top of each box of nonscorable test materials. Be certain the label is coded with the correct school and district. There are no district-only return labels. For a green label without the precoded school name and entity code, be certain to write in the school name and entity code.

TUMBLEWEED UNIFIED DISTRICT	999999	P-0000	S-####
1535 W JEFFERSON STREET PHOENIX, AZ 85007	DIST: BOX ____ OF ____		
PRICKLY PEAR HIGH SCHOOL	123123		
SCH: BOX ____ OF ____			
AIMS NONSCORABLE SPRING 2016			
PEARSON			
7405 IRISH DRIVE SW CEDAR RAPIDS, IA 52404			
NONSCORABLE MATERIALS			
			
788-999-002	9999999999	SEC	

Precoded Green Return Label for AIMS Science Nonscorable Materials

TUMBLEWEED UNIFIED DISTRICT	999999	P-0001	S-00008
1535 W JEFFERSON STREET PHOENIX, AZ 85007	DIST: BOX <u>21</u> OF <u>30</u>		
SCHOOL: <u>Prickly Pear High School, 123124</u>			
SCH: BOX <u>3</u> OF <u>10</u>			
AIMS NONSCORABLE SPRING 2016			
PEARSON			
7405 IRISH DRIVE SW CEDAR RAPIDS, IA 52404			
NONSCORABLE MATERIALS			
			
788-999-002	9999999999	SEC	

Written-in Green Return Label for AIMS Science Nonscorable Materials

- Number the nonscorable boxes.

For each school within the district or charter, mark each school box of nonscorable materials accordingly as "BOX 1 of X," "BOX 2 of X," etc. in the "SCH: BOX ____ OF ____" section of the green nonscorable return label.

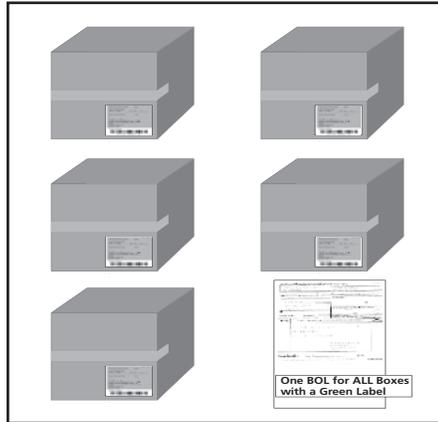
Mark the "DIST: BOX ____ OF ____" section of the green nonscorable return labels in one continuous numbering sequence for the entire set of district or charter boxes without restarting the numbering at each school.

- If UPS delivered your boxes, your boxes will be returned by UPS. Affix a nonscorable UPS shipping label to the top of each box next to the green nonscorable label.



UPS Label with Nonscorable Label Affixed to Box

- If FedEx Freight delivered your boxes, your boxes will be returned by FedEx Freight. Have ready only ONE FedEx Freight nonscorable Bill of Lading (BOL) for all boxes with green labels.



BOL with Nonscorable Boxes

- Keep nonscorable boxes in secure storage until the scheduled UPS or FedEx Freight retrieval.

Materials Retrieval

AIMS Science materials will be returned by **UPS Ground** or **FedEx Freight Priority**. If you received your boxes by UPS Ground, you will return them by UPS Ground using the UPS labels provided. The same applies to FedEx Freight: if you received your boxes by FedEx Freight, you will return them by FedEx Freight using the two Bill of Ladings (BOLs) provided. Not all districts return their materials by FedEx Freight. Only certain districts will use FedEx Freight service.

Arrangements must be made by the Achievement District Test Coordinator to have all AIMS Science boxes picked up by the appropriate carrier by the dates listed below.

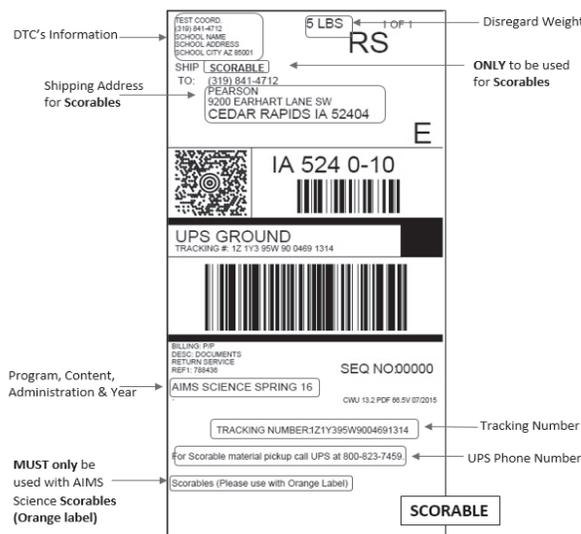
Spring 2016 AIMS Science	 Contact Carrier By:	 Pick-Up By:
UPS GROUND	First day to request pick-up: Friday, 3/25/16	First day to be picked-up: Monday, 3/28/16
	Last day to request pick-up: Monday, 4/25/16	Last day to be picked-up: Tuesday, 4/26/16
FEDEX FREIGHT	First day to request pick-up: Friday, 3/25/16	First day to be picked-up: Monday, 3/28/16
	Last day to request pick-up: Monday, 4/25/16	Last day to be picked-up: Tuesday, 4/26/16

Materials Retrieval Critical Date Chart

Contact UPS Ground or FedEx Freight Priority to schedule a pickup of scorable and nonscorable materials **24–48 hours** in advance. (*Districts/Charters in remote areas please allow additional time.*)

UPS Ground Shipping Service

Contact UPS Ground at the phone number on the UPS shipping label to arrange for pickup of your boxes. Both the scorable and the nonscorable UPS Ground phone numbers are the same.



DTC's Information → TEST COORD. (319) 841-4712, SCHOOL NAME, SCHOOL ADDRESS, SCHOOL CITY AZ 85001

Shipping Address for Scorables → TO: (319) 841-4712, PEARSON, S200 EARHART LANE SW, CEDAR RAPIDS IA 52404

Program, Content, Administration & Year → AIMS SCIENCE SPRING 16

MUST only be used with AIMS Science Scorables (Orange label)

Disregard Weight

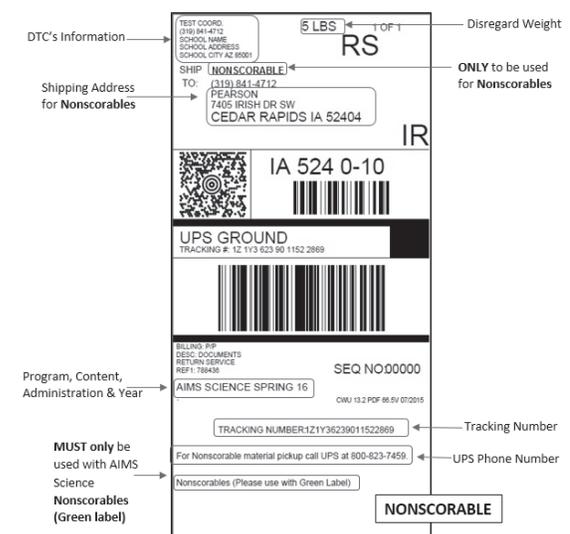
ONLY to be used for Scorables

Tracking Number

UPS Phone Number

Scorables (Please use with Orange Label)

SCORABLE



DTC's Information → TEST COORD. (319) 841-4712, SCHOOL NAME, SCHOOL ADDRESS, SCHOOL CITY AZ 85001

Shipping Address for Nonscorables → TO: (319) 841-4712, PEARSON, 7405 IRISH DR SW, CEDAR RAPIDS IA 52404

Program, Content, Administration & Year → AIMS SCIENCE SPRING 16

MUST only be used with AIMS Science Nonscorables (Green label)

Disregard Weight

ONLY to be used for Nonscorables

Tracking Number

UPS Phone Number

Nonscorables (Please use with Green Label)

NONSCORABLE

UPS Shipping Labels (Scorable and Nonscorable)

Follow the instructions below to return your AIMS Science scorable and nonscorable test materials by UPS Ground. Keep the scorable boxes separate from the nonscorable boxes. When contacting UPS Ground, follow the instructions below:

- At the bottom of the UPS label there is a contact phone number for your **local** UPS office.
- Inform the representative that you have a shipment going to Pearson with a **Pre-Paid Ground** label.
- Inform the representative of the number of scorable boxes and the number of nonscorable boxes that are to be picked up.
- Inform the representative of the physical address where the boxes will be picked up.
- Finally, inform the UPS representative of your business hours.

Before the UPS Ground driver arrives, check the boxes to ensure the following:

- An **ORANGE** return label has been completed and affixed to the top of each box containing AIMS Science **scorable** materials.

A **UPS scorable** shipping label has been affixed to each box of scorable materials.

- Verify the total number of boxes with the **orange** return labels. Have this number ready for the driver.



AIMS Orange Scorable Label and UPS Scorable Label Affixed to Box

- A **GREEN** return label has been completed and affixed to the top of each box containing AIMS Science **nonscorable** materials.
- A **UPS nonscorable** shipping label has been affixed to each box of nonscorable materials.
- Verify the total number of boxes with the **green** return labels. Have this number ready for the driver.



AIMS Green Nonscorable Label and UPS Nonscorable Label Affixed to Box

FedEx Freight Priority Service

Contact FedEx Freight Priority at the number on the BOL to arrange for the pickup of your boxes. Both the scorable and the nonscorable FedEx Freight phone numbers are the same.

SCORABLE

NONSCORABLE

FedEx Freight Priority BOLs (Scorable and Nonscorable)

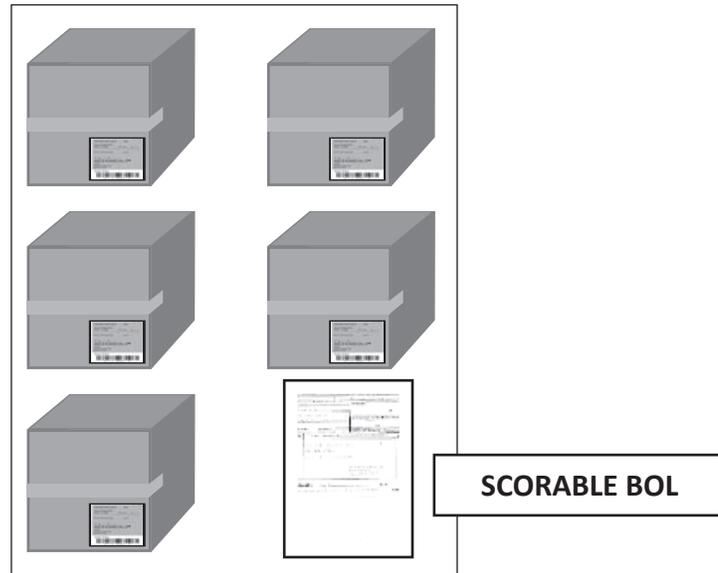
Follow the instructions below to return your AIMS Science scorable and nonscorable test materials by FedEx Freight Priority. Keep the scorable boxes separate from the nonscorable boxes. When contacting the FedEx Freight office, follow the instructions below:

- At the bottom of the **BOL** there is a contact phone number for your **local** FedEx Freight office.
- Select the option for “Local Service Center” (option 3).
- Inform the FedEx Freight representative that service will be **Priority**.
- Inform the representative that you have one **Pre-Paid BOL** for scorables and another **Pre-Paid BOL** for nonscorables.
- Inform the representative of the number of scorable boxes and the number of nonscorable boxes that are to be picked up.
- If available, inform the representative of the number of pallets.
- Inform the representative if a lift gate is required.
- Inform the representative of the physical address where boxes will be picked up.
- Finally, inform the FedEx Freight representative of your business hours.

Before the FedEx Freight driver arrives, check the boxes to ensure the following:

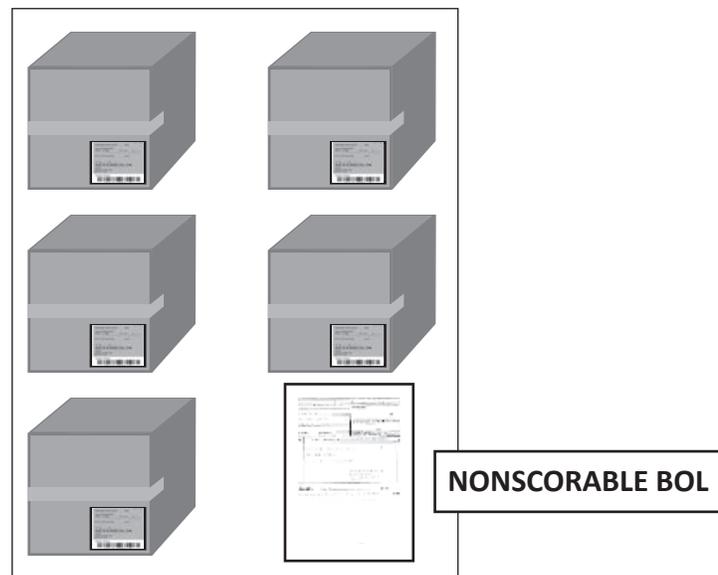
- An **ORANGE** return label has been completed and affixed to the top of each box containing AIMS Science **scorable** materials.
- One **FedEx Freight Scorable BOL** is ready to provide to driver for all scorable boxes.

- Verify the total number of boxes with the **orange** return labels. Have this number ready for the driver.



One FedEx Freight Priority Scorable BOL for ALL Scorable Boxes

- A **GREEN** return label has been completed and affixed to the top of each box containing AIMS Science **nonscorable** materials.
- One **FedEx Freight** Nonscorable **BOL** is ready to provide to driver for all nonscorable boxes.
- Verify the total number of boxes with the **green** return labels. Have this number ready for the driver.



One FedEx Freight Priority Nonscorable BOL for ALL Nonscorable Boxes

Appendix

State Board of Education Rule

The following is State Board of Education Rule R7-2-310.B, C, and D concerning test security.

- B. The superintendent or head of district shall be responsible for:
1. Providing school district enrollment data to the Department of Education annually for the purposes of test material distribution.
 2. Verifying the count of test materials received and distributing the test materials to each public school in the district.
 3. Securing the test materials prior to distribution to pupils or persons administering the tests at the time of testing, as well as after the time of testing. Test materials shall be kept in locked storage.
 4. Advising all district employees that the test materials are not to be reproduced in any manner.
 5. Familiarizing each person who will administer the test with the test publisher's directions for administering the test, the timing of the test, and the testing schedule. This is to be accomplished through meetings which shall not be held prior to one week before the first day of testing. At the conclusion of each such meeting, all test materials are to be collected and returned to locked storage.
 6. Distributing actual test materials to persons administering the tests on the day of testing.
 7. Training persons administering the tests on how to properly complete the identification information on the test booklet/answer sheet and how to code the information required on the variables being collected pursuant to A.R.S. 15-741, et seq.
 8. Properly packaging all tests/answer sheets which are to be scored by the scoring contractor. Packaging shall comply with instructions furnished by the scoring contractor or Department of Education.
 9. Forwarding all tests/answer sheets to be scored to the scoring contractor per instructions. Tests/answer sheets for the entire district should be forwarded in one shipment.
 10. Retaining all unused and reusable test materials, reporting them in the school's inventory, and storing them in a safe and secure manner.
Note: No AIMS Science materials are reusable. All AIMS Science test materials, including the manuals, MUST be returned to the Pearson Scoring Center after testing is complete.
 11. Immediately reporting to the Department of Education any losses of test materials or other irregularities.

12. The superintendent or head of district may designate a testing coordinator to act on his behalf.
- C. Persons designated by the superintendent or head of district to administer the test shall:
1. Keep all test materials in locked storage.
 2. Not reproduce any test materials in any manner.
 3. Not disclose any actual test items to pupils prior to testing.
 4. Not provide answers of any test items to any pupils.
 5. Administer only practice tests which are provided by the test publishers. Previous editions of the test series being used in the statewide testing program may not be used as practice tests.
 6. Strictly observe all timed subtests. The test publisher's suggested time limits for untimed subtests shall be followed as closely as possible in order to maintain uniformity in test administration.
 7. Follow directions for administering the test explicitly. No test item may be repeated unless otherwise indicated in the directions.
 8. Not change a pupil's answer.
 9. Return all test materials to the superintendent or head of district immediately upon completion of testing.
- D. All violations of this rule shall be referred by the superintendent or head of district to the State Superintendent of Public Instruction for appropriate action.

Contact Information

Questions regarding the **administration** of AIMS Science should be directed to:

Mary Pat Wood
Achievement State Test Coordinator
Phone: 602.542.5345
Email: MaryPat.Wood@azed.gov

Questions regarding **materials** for AIMS Science should be directed to:

AIMS Help Customer Service Line at Pearson
Phone: 1.888.705.9421, Option 1
Email: AIMSHelp@support.pearson.com

AIMS Science Materials Packing Diagrams

UPS Ground—Scorable Materials

SCORABLE MATERIALS WITH SCORABLE UPS SHIPPING LABELS

School Header Lists

All USED Science Scorable Documents

DO NOT mix scorable and non-scorable materials in the box.

Header Sheet to be included with each group.

DO NOT box scorable material for multiple schools together.

Note: Grades used are for a sample school and are for illustration purposes only. Please use grades for the scorable documents that are being returned for scoring.

Start with District Box 1 of X
(X = Total number of SCORABLE boxes)

Place Orange Label Here

Seal the box.

Place UPS Label Here

Place a Scorable UPS Label on each Scorable Box

Details on pages 15–19 of the TCM

UPS Ground—Non-scorable Materials

NONSCORABLE MATERIALS WITH NONSCORABLE UPS SHIPPING LABELS

AIMS School and District Material Inventory Sheets

All UNUSED AIMS Test Books

All UNUSED AIMS Answer Documents

All AIMS Braille and Large Print materials

All AIMS Test Administration Directions

All AIMS Test Coordinator's Manuals

UNUSED Shipping Labels

UNUSED Return Labels

UNUSED Pre-ID Labels

UNUSED Preslugged Header Sheets

Start with District Box 1 of X
(X = Total number of NONSCORABLE boxes)

Place Green Label Here

Seal the box.

Place UPS Label Here

Place a Non-scorable UPS Label on each Non-scorable Box

Details on pages 25–28 of the TCM

FedEx Freight Bill of Lading (BOL)—Scorable Materials

SCORABLE MATERIALS WITH SCORABLE FEDEX FREIGHT BOL

School Header Lists

All USED Science Scorable Documents

DO NOT mix scorable and nonscorable materials in the box.

Header Sheet to be included with each group.

DO NOT box scorable material for multiple schools together.

School Header List

Note: Grades used are for a sample school and are for illustration purposes only. Please use grades for the scorable documents that are being returned for scoring.

Start with District Box 1 of X
(X = Total number of SCORABLE boxes)

Place Orange Label Here Seal the box.

One scorable FedEx Freight BOL for ALL scorable boxes

Details on pages 15–19 of the TCM

FedEx Freight Bill of Lading (BOL)—Nonscorable Materials

NONSCORABLE MATERIALS WITH NONSCORABLE FEDEX FREIGHT BOL

AIMS School and District Material Inventory Sheets

All UNUSED AIMS Test Books

All UNUSED AIMS Answer Documents

All AIMS Braille and Large Print materials

All AIMS Test Administration Directions

All AIMS Test Coordinator's Manuals

UNUSED Shipping Labels

UNUSED Return Labels

UNUSED Pre-ID Labels

UNUSED Preslugged Header Sheets

Start with District Box 1 of X
(X = Total number of NONSCORABLE boxes)

Place Green Label Here Seal the box.

One Nonscorable FedEx Freight BOL for ALL Nonscorable boxes

Details on pages 25–28 of the TCM

Checklist for Packing and Shipping Test Materials

Scorable Test Materials (Orange return label with UPS shipping label or FedEx Freight BOL for scorables)

- Transfer student responses to a standard regular-sized answer document for special circumstances described on page 15.
- Organize answer documents.
Separate the answer documents by grade/cohort. Within each grade/cohort, group by teacher, if desired.
- For each group, complete a green AIMS Science Header Sheet, following directions on pages 20–24.
- Place the completed green AIMS Science Header Sheet on top of the stack of scorables. Bind each group of scorables.
- Complete the School Header Lists.
- Box scorables—bundled answer documents and School Header List(s). Fill any space in the boxes with crumpled paper or plastic air bubbles. Seal the boxes.
- Label the boxes. Affix an AIMS Science orange return label to the top of each box of scorable test materials.
- If returning materials by UPS Ground, affix a UPS Scorable Ground shipping label to the top of each box next to the orange label.
- If returning scorable materials by FedEx Freight, have ready the BOL for scorables.
- Number the boxes of scorable test materials.
- Make sure the boxes are ready for shipping and in secure storage before the scheduled UPS or FedEx Freight retrieval.

Nonscorable Test Materials (Green return label with UPS shipping label or FedEx Freight BOL for nonscorables)

- Organize all AIMS Science nonscorable test materials by document type.
- Complete a School Materials Inventory Sheet for each school and complete a District Materials Inventory Sheet.
- Box all nonscorables by school. All AIMS Science nonscorables can be included in the same box.
- Place the corresponding AIMS Science School Materials Inventory Sheet at the top of the school's first nonscorable box.
- Box all Science *AIMS Test Coordinator's Manuals* and *AIMS Test Administration Directions*.
- Place the District Materials Inventory Sheet at the top of the box of nonscorable materials that will be marked as the first nonscorable box for the district.
- Fill any space in the boxes of nonscorable test materials with crumpled paper or plastic air bubbles. Seal the boxes.

- Label the boxes. Affix an AIMS Science **green** nonscorable return label to the top of each box of nonscorable test materials.
- If returning materials by UPS Ground, affix a UPS Nonscorable shipping label to the top of each box next to the green label.
- If returning nonscorable materials by FedEx Freight, have ready the BOL for nonscorables.
- Number the boxes of nonscorable test materials.
- Make sure the boxes are ready for shipping and in secure storage before the scheduled UPS or FedEx Freight retrieval.

The Arizona Department of Education gratefully acknowledges the work of thousands of Arizona teachers involved in the development of the AIMS Science tests. Their dedication to creating a fair and reasonable test for the students of Arizona is greatly appreciated.

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