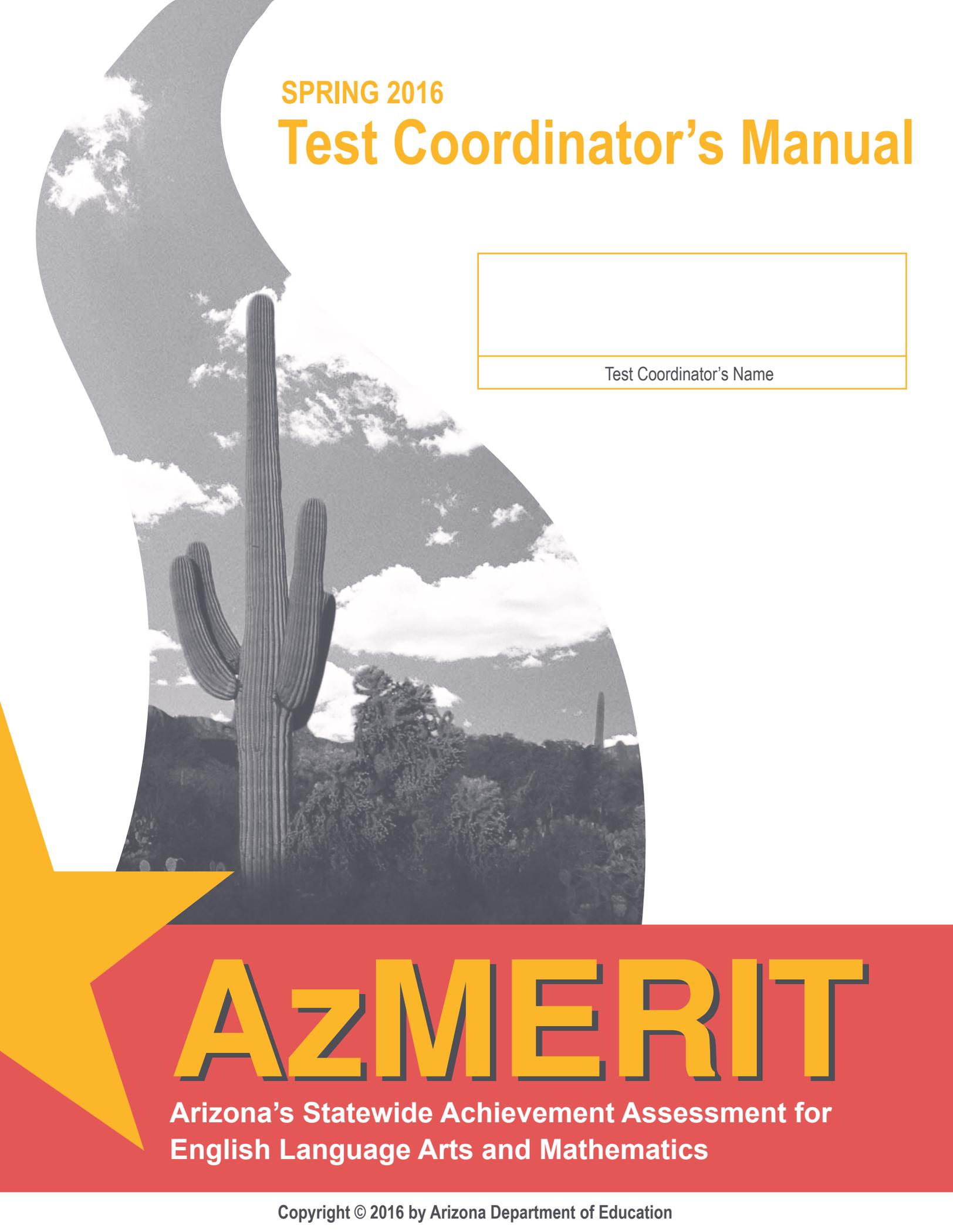


SPRING 2016

Test Coordinator's Manual

Test Coordinator's Name



AZMERIT

Arizona's Statewide Achievement Assessment for
English Language Arts and Mathematics

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Section 1. General Information

AzMERIT measures students' knowledge in the content areas of English Language Arts (ELA) and Mathematics in grades 3–8 and High School. Each AzMERIT test is aligned to Arizona's College and Career Ready Standards (AZCCRS). AzMERIT is available as a computer-based test (CBT) or as a paper-based test (PBT).

American Institutes for Research (AIR) is the test vendor for AzMERIT and the provider of the online testing platform. AIR has subcontracted with Measurement Incorporated (MI) for the paper assessments. Measurement Incorporated will be handling the printing, shipping, and processing for all paper test materials.

Each District Superintendent or Charter Representative must designate an Achievement Testing District Test Coordinator to oversee AzMERIT testing for all schools within the district or under the same charter. This individual is referred to as the District Test Coordinator (DTC). District Test Coordinators are responsible for ensuring the appropriate and correct administration of AzMERIT in all schools within the district or under the same charter.

Resources for Test Coordinators

This *AzMERIT Test Coordinator's Manual* is written for District Test Coordinators. To provide the appropriate oversight of all AzMERIT testing, District Test Coordinators must be familiar with the content of this manual and the content of the following additional resources:

- *Spring 2016 AzMERIT Test Administration Directions Grades 3–8*
- *Spring 2016 AzMERIT Test Administration Directions End-of-Course*
- *Testing Conditions, Tools, and Accommodations Guidance for School Year 2015–2016*
- *Spring 2016 Test Information Distribution Engine (TIDE) User Guide*
- *Test Administrator (TA) User Guide* (needed for computer-based testing only)
- *Online Reporting System (ORS) User Guide*

All these documents are available in the “Resources” section of the AzMERIT Portal (azmeritportal.org). Paper copies of the *AzMERIT Test Coordinator's Manual* and the *AzMERIT Test Administration Directions* will be shipped to the district with an arrival date of March 14–15, 2016.

Responsibilities of the District Test Coordinator

The District Test Coordinator is responsible for the correct administration of AzMERIT testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct computer-based testing or paper-based testing in the schools. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators. However, the District Test Coordinator assumes ultimate responsibility. Responsibilities of the District Test Coordinator include the following.

Before Testing

- Complete all Achievement Testing Pre-Test Training;
- submit to the Arizona Department of Education (ADE) a copy of the *Achievement Test Security Agreement* signed by the District Superintendent or Charter Representative by January 29, 2016;
- verify and add student enrollments in TIDE;
- ensure that all teachers who will need access to rosters of student results are in TIDE with the role of School Teacher (ST);
- indicate student paper version accommodations in TIDE, for Braille, and Large Print and paper version tests for CBT students unable to test online, as applicable;
- implement and maintain test security procedures within the district/charter and school(s);
- communicate test security procedures and responsibilities to the Test Administrators;
- train the Test Administrators on test administration procedures;
- obtain signed copies of the *Achievement Test Security Agreement* for all staff members who handle test materials;
- schedule testing activities within the schools;
- communicate the testing schedule, as applicable;
- work with the Test Administrators to select appropriate classrooms or other sites where testing will take place;
- work with the Test Administrators to prepare sites where testing will take place by removing or covering visual aids and printing “Testing—Do Not Disturb” signs for doors;
- arrange for a sufficient supply of scratch paper, pencils, and erasers; and
- follow up on questions from the Test Administrators by contacting either the AzMERIT Help Desk or ADE.

Additional Responsibilities for Computer-Based Testing (CBT)

- Ensure TIDE access for all appropriate users and specifically for users who will be Test Administrators;
- ensure all Test Administrators have completed the Test Administration Certification Course;
- ensure that devices to be used for testing are ready;
- train the Test Administrators in the use of the online testing platform;
- ensure that Test Administrators and students have had appropriate practice with the AzMERIT Sample Tests; and
- prepare test tickets for students, if applicable.

Additional Responsibilities for Paper-Based Testing (PBT)

- Receive test materials;
- inventory test materials upon arrival and, if needed, order additional materials;
- save the boxes that the test materials came in to use for returning the materials;
- ensure that the Test Administrators familiarize students with how the innovative computer-based item types will render on the paper-based form of the test (using the *AzMERIT Guide to the Sample Tests*);
- apply Pre-ID labels to test booklets;
- print additional ID labels, as needed, and apply to test booklets so that each student test booklet has a correct label;

- arrange for a supply of commercially published paper dictionaries and commercially published paper thesauruses for use on ELA Writing tests only; and
- arrange for a supply of appropriate calculators for use, when permitted, on Math tests only.

During Testing

- Ensure that test security procedures are followed;
- ensure that test administration procedures are followed; and
- report any testing improprieties to ADE.

Additional Responsibilities for Computer-Based Testing (CBT)

- Monitor test completion using the Online Reporting System (ORS).

Additional Responsibilities for Paper-Based Testing (PBT)

- Maintain an accurate inventory of all test materials throughout the test administration window;
- check out test booklets to the Test Administrators at the beginning of each day of testing;
- check in test booklets from the Test Administrators at the end of each day of testing; and
- maintain a record of all testing sessions that includes the Test Administrator, the test administered, and the participating students.

After Testing

- Ensure the secure disposal of scratch paper at the school or district; and
- ensure the disposal of the *Test Administration Directions* and the *Test Coordinator's Manual* for both the district and the schools.

Additional Responsibilities for Paper-Based Testing (PBT)

- Ensure that student responses in Large Print or Braille test booklets have been transferred to the standard test booklets included in the Large Print or Braille testing kits;
- ensure that student responses for students who used assistive technology as an accommodation have been transferred to a standard test booklet;
- ensure that student responses from contaminated test materials have been transferred to clean test booklets;
- box materials for return shipping as instructed in this manual; and
- ensure all the scorable and nonscorable test materials are picked up by FedEx no later than April 12, 2016.

Students to Be Tested

Arizona public school students in grade 3 and above will participate in AzMERIT testing.

Students enrolled in grades 3–8 will take English Language Arts (ELA) and Math at the grade level in which they are enrolled.

Students who are enrolled in high school level ELA courses (Freshman English, Sophomore English, Junior English, or their equivalents) or high school level Math courses (Algebra I, Geometry, Algebra II, or their equivalents) will take the respective EOC test. Students will test on the EOC tests the same semester that the student is expected to complete the course for credit.

Students with significant cognitive disabilities and whose current Individualized Education Program (IEP) designates them as eligible for the alternate assessment, Alternate Assessments for English Language Arts and Mathematics, are excluded from AzMERIT.

Test Administration Schedule

For both computer-based and paper-based testing:

- Test sessions must be administered in the order described below. Testing days do not have to be consecutive days.
- For EOC testing, ELA testing days are not necessarily the same days as the Math testing days. Students should not participate in more than two testing sessions per day.
- When two test sessions are scheduled on the same day, there must be a break between sessions.
- AzMERIT is untimed. A test session must be completed by the end of the school day.

Additional Schedule Information for Computer-Based Testing (CBT)

For computer-based testing students taking the same test within the same school are not required to test on the same day.

Additional Schedule Information for Paper-Based Testing (PBT)

For paper-based testing, students taking the same test within the same school must test on the same day. The following tables list the test administration schedules for Grades 3–8 and EOC tests.

Grades 3–8 Administration Schedule

Grade 3–8 Test Days	Content Area	Approximate Time	Computer-Based Test Window Mar. 28–May 6, 2016	Paper-Based Test Window Mar. 28–Apr. 8, 2016
Day 1	ELA Writing	45–90 minutes	Must be completed by April 15 (including make-up tests)	Must be completed on March 28 or March 29
Day 2	ELA Reading Part 1 and Math Part 1	45–75 minutes 60–85 minutes	Last day of testing (including make-up testing) May 6	Last day of testing (including make-up testing) April 8
Day 3	ELA Reading Part 2 and Math Part 2	45–75 minutes 60–85 minutes		

End-of-Course Administration Schedule

End-of-Course Test Days	Content Area	Approximate Time	Computer-Based Test Window Mar. 28–May 6, 2016	Paper-Based Test Window Mar. 28–Apr. 8, 2016
English Language Arts (ELA)—End-of-Course (EOC)—May be administered in 2 or 3 days				
Day 1	ELA Writing	45–90 minutes	Must be completed by April 15 (including make-up tests)	Must be completed on March 28 or March 29
Day 2	ELA Reading Part 1	45–75 minutes	Last day of testing (including make-up testing) May 6	Last day of testing (including make-up testing) April 8
Day 2 or Day 3	ELA Reading Part 2	45–75 minutes		
Math—End-of-Course (EOC)—May be administered in 1 or 2 days				
Day 1	Math Part 1	50–85 minutes	Last day of testing (including make-up testing) May 6	Last day of testing (including make-up testing) April 8
Day 1 or Day 2	Math Part 2	50–85 minutes		

The District Test Coordinator is responsible for communicating this schedule to the appropriate school and district personnel, including Test Administrators, students, and parents/guardians.

Administering AzMERIT tests on dates other than those shown without the written permission of the Assessment section of the ADE is a serious testing violation.

Required Test Materials and Tools

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 AzMERIT tests correctly. Most of the required test materials will be provided. Some of the required test materials must be provided by the schools.

The manuals, guidance, and users guides needed to administer the test are available in the “Resources” section of the AzMERIT Portal (azmeritportal.org/resources).

Materials Received in Initial Shipment

Computer-based and paper-based schools will receive paper copies of the following:

- *Spring 2016 AzMERIT Test Coordinator’s Manual*;
- *Spring 2016 AzMERIT Test Administration Directions Grades 3–8*; and
- *Spring 2016 AzMERIT Test Administration Directions End-of-Course*.

Paper-based schools will also receive the following based on ADE-provided enrollments in TIDE:

- AzMERIT scorable test booklets;
- student Pre-ID labels and additional blank labels; and
- materials necessary to package the scorable and nonscorable test materials for return to Measurement Incorporated.

School Provided Materials

Computer-based and paper-based schools must provide the following test materials:

- scratch paper (plain, lined, or graph), pencils, and erasers; and
- a “Testing—Do Not Disturb” sign.

Paper-based schools must also provide the following test materials:

- commercially published paper dictionaries and commercially published paper thesauruses for use on ELA Writing only; and
- appropriate calculators for use on Math tests only.

AzMERIT Calculator Policy

Calculators are permitted on AzMERIT Grades 7 and 8 Math Part 1 and EOC Math tests. The following table lists the types of calculators permitted. On tests where calculators are permitted, it is ideal for a student to use the recommended acceptable calculator. If the recommended calculator is not available, students may use a calculator with less functionality.

AzMERIT Calculators

Test/Grade	Calculator Policy
Math Grades 3–6	No calculators permitted.
Math Grades 7–8	<p>Scientific calculators permitted on Math Part 1 only.</p> <p>No calculators permitted on Math Part 2.</p> <p>Scientific Calculator should include these functions:</p> <p style="padding-left: 40px;">standard four functions (addition, subtraction, multiplication, division), decimal, change sign (+/-), parentheses, square root, and π.</p> <p style="padding-left: 40px;">They may NOT include: any problem solving or programming capabilities, place values, and inequalities.</p> <p>Sample acceptable calculator: TI-30X IIS or similar.</p>
Math End-of-Course	<p>Graphing calculators permitted on Math Part 1 and Part 2.</p> <p>No calculators with Computer Algebra System (CAS) features are allowed. Calculators may NOT be capable of communication with other calculators through infrared sensors. NO instruction or formula cards, or other information regarding the operation of calculators such as operating manuals are permitted. The memory of any calculator with programming capability must be cleared, reset, or disabled when students enter the testing room. If the memory of any calculator is password protected and cannot be cleared or reset, the calculator may NOT be used.</p> <p>Sample acceptable calculators: TI-84 Plus, Casio FX-9750GII, or similar</p>

Additional Calculator Guidance

- The online Calculators available for the computer-based assessment are available for practice use by looking in the Key Documents at azmeritportal.org/students-and-families.
- For EOC tests only, an online version of the scientific and graphing calculator will be available in the Secure Browser for students taking the paper-based version of the test. Students will not need to sign in to select the online calculator.
- No laptop, tablet, or phone-based calculators are allowed to be used during the AzMERIT assessment unless they use the AzMERIT Secure Browser.
- The applicable portion of the computer-based assessment will include the acceptable online version of an approved calculator. Providing handheld calculators is not a requirement for schools choosing the computer-based assessment. However, students may use an acceptable handheld calculator in addition to, or instead of, the online calculator.
- Students are not allowed to share calculators during a testing session.

Test Security

All districts and charters must have an *Achievement Security Agreement* for Superintendents/Charter Representatives for School Year 2015–2016 signed and on file with the ADE by January 29, 2016.

All school/district/charter personnel who will have access to the AzMERIT test materials must sign an *Achievement Test Security Agreement* for School Year 2015–2016. This includes, but is not limited to, warehouse personnel, Proctors, Test Administrators, AzMERIT Test Coordinators, School Administrators, and District/Charter Administrators. These signed *Achievement Test Security Agreements* are to be kept on file at the district or charter for six years.

Copies of the *Achievement Test Security Agreements* can be found on the ADE Test Coordinators web page at www.azed.gov/assessment/testcoordinators.

District Test Coordinators are responsible for establishing and enforcing test security procedures. These procedures must comply with the *Achievement Test Security Agreement*, test security guidance provided during the Pre-Test Training, and the test security guidance included in the *Spring 2016 AzMERIT 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 AzMERIT 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 the violation to the Investigations Unit of the State Board of Education.

Student Confidentiality

An important aspect of test security is maintaining student privacy. Federal law (the Family Educational Rights and Privacy Act, known as FERPA) prohibits the public disclosure of student information or test results.

The following are examples of prohibited practices:

- giving out TIDE login information (username and password) to other authorized TIDE users or to unauthorized individuals;
- giving students the wrong SSID (SAIS ID) during the login process, causing students to log in and test under another student's SSID (SAIS ID); or
- misusing Pre-ID labels.

Only students may log in to their computer-based testing session. Test Administrators, Proctors, or other staff may not log in using a student's SSID (SAIS ID). However, Test Administrators may assist students with logging in when such assistance is needed.

Test Improprieties

A Test Impropriety is any event that could potentially impact the integrity of the assessments and the test results before, during, and after test administration. Test improprieties occur on rare occasions and are non-standard situations that may require further action for both computer-based and paper-based testing. A Test Impropriety may include security violations, cheating, removal or mishandling of testing materials, or improper assistance by adults or students. Additionally for computer-based testing, a Test Impropriety may include an extended local Internet connection disruption or a power outage that results in any student unable to complete a test session on the same testing day.

Test Administrators should be instructed to report any Test Impropriety that may arise during testing to the School Test Coordinator immediately. School Test Coordinators must notify District Test Coordinators of any Test Improprieties that are reported. District Test Coordinators must contact ADE regarding any Test Impropriety or test security violations as directed in this section.

CBT test improprieties will be reported in TIDE. Please refer to the *TIDE User Guide 2015–2016* for full instructions on this process (azmeritportal.org/resources). Once the test impropriety is entered in TIDE, ADE is notified and District Test Coordinator will be notified through TIDE of further action.

PBT test improprieties will be reported using the Incident Report posted on the AzMERIT Test Coordinator web page (www.azed.gov/assessment/testcoordinators) and on the AzMERIT Portal. All administration errors, all student incidents where there is evidence of student cheating, and any evidence of a security breach must be reported to ADE as soon as possible. The Incident Report must be submitted to AzMERIT@azed.gov. After review of the incident, ADE will provide further guidance.

Testing Locations

AzMERIT tests are to be administered at Arizona schools. Schools administering AzMERIT 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 AzMERIT@azed.gov. AzMERIT tests may be administered in a home or hospital setting for a single student without notifying ADE. AzMERIT tests cannot be administered outside of the state of Arizona.

The 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 responses of others.

All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.

AIR's Testing Systems

AIR's testing platform includes three systems:

- **Test Information Distribution Engine (TIDE):** TIDE manages and stores user information and student information for both computer-based tests and paper-based tests. TIDE restricts access to certain tools and applications based on the user's designated role.

TIDE will be used for both computer-based and paper-based test administration.

- **Test Delivery System (TDS):** The TDS includes the secure student test environment (the AZMERIT Secure Browser) and the Test Administrator Interface. Test Administrators will use TDS to create test sessions and to allow students access to tests. Students will take the AzMERIT tests within the secure browser.

TDS will be used for computer-based test administration only.

- **Online Reporting System (ORS):**
 - Computer-based testing districts and schools will use Participation Reports in ORS to obtain test completion reports.
 - Both computer-based and paper-based testing districts and schools will use ORS to obtain score reports when test results are released.

All three systems can be accessed through the AzMERIT Portal (azmeritportal.org). AzMERIT utilizes a Single Sign-On (SSO) within AIR's systems, which allows users to log in to AzMERIT once and switch between systems without having to log in and out each time.

Test Information Distribution Engine (TIDE)

District Test Coordinators received their TIDE login credentials in August 2015. District Test Coordinators will use TIDE to:

- upload and manage other TIDE users;
- search for and add/upload student enrollments;
- set specific computer-based settings and accommodations for students who need them;
- download and install the Voice Pack for computer-based testing;
- place additional orders for paper-based testing;

- print additional Pre-ID labels for paper-based testing; and
- report testing improprieties for computer-based testing.

The *TIDE User Guide* provides instructions for all of these functions. Posted with the *TIDE User Guide* in the “Resources” section of the AzMERIT Portal are short instructional videos demonstrating many of the TIDE tasks.

Users

District Test Coordinators are responsible for maintaining all the TIDE users within their district or charter and assigning appropriate roles to these users. The user’s role determines the level of permissions the user will have. ADE recommends that all schools, whether administering computer-based or paper-based assessments, have a TIDE user with the role of School Test Coordinator (STC) to assist the District Test Coordinator. All Test Administrators at computer-based schools must have a TIDE user role of Test Administrator (TA) or School Teacher (ST) or higher in order to administer AzMERIT tests. Refer to the “Managing TIDE Users” section of the *TIDE User Guide* for instructions on adding new TIDE users.

If any school staff will have School Test Coordinator or Test Administrator roles at more than one school within the district, they must be added to each of those schools in TIDE. A user may have different user roles at different schools.

NOTE: Both computer-based and paper-based testing schools should add teachers to TIDE with the role of School Teacher (ST). This will allow the School Test Coordinator to create rosters for teachers to access student results in ORS when results are released.

All users who will be administering computer-based AzMERIT tests must complete the Test Administrator Certification Course **prior** to test administration. This course is available on the Test Coordinators page of the AzMERIT Portal (azmeritportal.org/test-coordinators). See the “Test Administrator Training” section in this manual for more information.

Students

All students participating in AzMERIT testing must have an appropriate enrollment in the TIDE. District Test Coordinators are responsible for confirming that all students who should participate in AzMERIT testing have an enrollment in TIDE with the correct grade, for grades 3–8 testing, or the correct EOC eligibility, for EOC testing.

ADE will upload student information to TIDE three times as shown below. Student information will be based on student enrollments in SAIS/AzEDS and student course enrollments in Student-Teacher-Course Connection as of the file extract date.

File	Extract Date	Date Visible in TIDE
Initial	12/18/2015	1/4/2016
Intermediate	1/13/2016	1/19/2016
Final	1/27/2016	2/1/2016

Districts/charters should view students in TIDE following the Initial file and Intermediate file uploads and revise data in SAIS/AzEDS and Student-Teacher-Course as appropriate. Spring 2016 test materials will be provided based on student data in the Final file extract.

After February 4, 2016, District Test Coordinators are responsible for editing, adding, or uploading students to TIDE so that all students who should participate in AzMERIT have an enrollment in TIDE. School Test Coordinators may help the District Test coordinator with this task. Refer to the “Working with Student Information” section of the *TIDE User Guide* for instructions on editing or adding student enrollments.

Settings and Accommodations

For information about accommodations and universal test administration conditions refer to *Testing Conditions, Tools, and Accommodations Guidance*.

For CBT, TIDE will be used to set specific computer-based settings and accommodations as well as to indicate non-embedded accommodations. Computer-based test settings and accommodations must be set in TIDE **prior** to the student testing. Non-embedded accommodations are set in TIDE **after** testing for students that used these accommodations.

The District Test Coordinator may assign this task to other TIDE users with the roles of District Administrator (DA) or School Test Coordinator (STC). Refer to the “Working with Student Information” section of the *TIDE User Guide* on how to set computer-based test settings and accommodations in TIDE. Those with Test Administrator (TA) and School Teacher (ST) user roles will be able to change test settings and accommodations in the TA Interface as students enter a test session.

Voice Pack

For CBT, a specially licensed commercial voice pack for Windows computers will be available to download from TIDE at no cost. This voice pack may be used only in conjunction with, and not separate from, the computer-based assessments delivered by TDS. The District Test Coordinator may assign this task to other TIDE users. Refer to the “Downloading and Installing Voice Packs” section of the *TIDE User Guide* for instructions.

Additional Orders

For PBT, additional orders must be placed in TIDE. Refer to the “Working with Orders for Testing Materials” section of the *TIDE User Guide* for how to request additional materials. Student enrollments in TIDE must support the need for an additional order. ADE will approve all additional orders based on student enrollments.

Pre-ID Labels

For PBT, all students must have a Pre-ID label. Most students testing on AzMERIT will have appropriate Pre-ID label(s) included in the shipment of test materials. For students without labels or incorrect labels, Pre-ID labels will have to be printed locally from TIDE. The District Test Coordinator may assign this task to a School Test Coordinator. Refer to the “Working with Student Information” section of the *TIDE User Guide* for instructions on printing Pre-ID labels.

Accommodated PBT Versions of AzMERIT

At CBT and PBT schools, all of these accommodated paper versions of AzMERIT must be identified in the student’s record in TIDE. Accommodated paper versions indicated in TIDE by January 29, 2016, will be included in initial orders and delivered on March 14, 2016. Accommodated paper versions indicated in TIDE after January 29 will require an additional order. Refer to the “Working with Student Information” section of the *TIDE User Guide* for instructions on indicating accommodated paper versions in TIDE.

Students in a computer-based school who have an accommodated paper version indicated in TIDE will not have access to the CBT AzMERIT test.

Braille

At computer-based and paper-based schools, a paper-based Braille version of AzMERIT is available for any student whose IEP or 504 plan requires it. The use of a paper-based Braille version of AzMERIT requires adult transcription of student responses to the regular-size paper test booklet included in the Braille testing kit.

Large Print

At paper-based schools, a Large Print paper-based version of AzMERIT is available for any student whose IEP or 504 plan requires it. At computer-based schools, the need for Large Print versions can usually be met through increasing the default zoom setting for the student in TIDE. Additionally, at computer-based schools, the use of a paper version Large Print is limited to students whose IEP or 504 plan specifically requires paper version Large Print version tests. The use of a paper version Large Print AzMERIT requires adult transcription of student responses to the regular-size paper test booklet included in the Large Print testing kit.

Students in a computer-based school who have an accommodated paper Large Print version test indicated in TIDE will not have access to the computer-based AzMERIT test.

Paper Version

At computer-based schools, a paper-based version of AzMERIT is available for any student whose IEP or 504 plan disallows computer-based testing and requires paper-based testing. This is a rare accommodation.

Test Administrator Training

The District Test Coordinator is responsible for assigning Test Administrators for each group of students testing and for each testing room. Test Administrators **must** be employees of the school and **must** be trained in the correct test administration and test security procedures. Proctors may also be assigned to assist Test Administrators.

AzMERIT is a standardized exam; it must be administered exactly as directed in the *Spring 2016 AzMERIT Test Administration Directions Grades 3–8* and *Spring 2016 AzMERIT Test Administration Directions End-of-Course*. District Test Coordinators must review these manuals and the *Testing Conditions, Tools, and Accommodations Guidance for School Year 2015–2016* document well before training School Test Coordinators and Test Administrators.

The training of Test Administrators and Proctors must include a thorough review of test security procedures, the appropriate use of testing conditions and accommodations, test administration procedures, and procedures for handling unexpected or unusual situations.

For CBT, all Test Administrators must also complete the Test Administrator Certification Course in TIDE. This course is available on the “Test Coordinators” page of the AzMERIT Portal (azmeritportal.org/test-coordinators) and must be completed prior to test administration. If the course is not completed, the system will not allow the user to administer tests. Ensure all TIDE users who will administer tests have completed this course before the testing window opens.



NOTE: Staff members who completed the Test Administrator Certification Course in fall of 2015 do not need to complete it again. Certification is good for the entire 2015–2016 school year.

All Test Administrators and Proctors must sign an *Achievement Test Security Agreement*. All Test Administrators and Proctors should be given copies of the appropriate *Spring 2016 AzMERIT Test Administration Directions* at least one day **prior** to the administration of any AzMERIT test. AzMERIT Test Administrators and Proctors are expected to read the appropriate *Spring 2016 AzMERIT Test Administration Directions* prior to administering the AzMERIT. *AzMERIT Test Administration Directions* are not secure test materials and may be kept in classrooms or other non-secure locations.

Section 2. Computer-Based Testing (CBT) Information

The District Test Coordinators' responsibilities for computer-based testing (CBT) schools are outlined in this section from **before** testing to **during** and **after** testing. Remember that only students with an enrollment in TIDE will be able to participate in AzMERIT. It is the District Test Coordinator's responsibility to ensure that all students who need to take AzMERIT assessments have an enrollment in TIDE prior to testing and that any needed accommodations and test settings have been updated for each student who needs them. All Test Administrators must have a TIDE account and must be connected to the same district(s) and school(s) as the students they will be administering tests to.

Before Computer-Based Testing (CBT)

All CBT students must take the AzMERIT Sample Tests prior to the day of testing and be familiar with the testing tools, resources, and platform. AzMERIT Sample Tests are available on the AzMERIT Portal and should be used ahead of the testing window to:

- familiarize Test Administrators with the TA Interface;
- teach students how to log in to the secure browser (using test tickets, if desired);
- train Test Administrators on approving student and editing student test settings; and
- allow students to practice answering AzMERIT item types and using test tools.

While students may access the Sample Tests at any time to practice as a guest, it is recommended that Test Administrators conduct a test session with students that mimics the real test scenario. Test Administrators can follow the steps outlined in the *Test Administrator User Guide* to open a test session, prepare student devices for testing, and approve students into the test session, while students will proceed through the Sample Tests in the secure browser.

Test Tickets

Test tickets are an optional resource available to schools in TIDE. Test tickets contain the information that a student will need to log in to the secure browser in order to test. These may be a useful resource to streamline the login process, especially for younger students.

If you choose to utilize test tickets, please refer to the "Working with Student Information" section of the *TIDE User Guide* for instructions on how to print test tickets for students. Test tickets will generate in a PDF and will have 10 tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed.

Distribute Test Materials

District Test Coordinators should establish local procedures for providing scratch paper, pencils, and calculators (if applicable) before testing. Refer to the "AzMERIT Calculator Policy" in Section 1 for details on permitted calculators.

During Computer-Based Testing (CBT)

It is the District Test Coordinators responsibility to ensure that CBT Test Administrators are trained to

- know how to administer AzMERIT using AIR systems.
- know how to maintain a secure test environment.
- know how to report test improprieties to the District Test Coordinator.

- know how to handle an individual student break in a test session. Students who require a stretch break during testing should pause their test to keep the test content secure. Students may not talk, use electronic devices, or leave the room during this time.
- know correct procedures for students who need additional time to finish their test. Be sure Test Administrators and students understand that after a student’s test has been paused for 20 minutes, the student may not be able to return to previous test pages and will resume the test on the page where he or she paused.
- not allow any significant break during a test session.

Monitoring Test Completion

The Online Reporting System (ORS) will store the test completion data for computer-based tests. The “Plan and Manage Testing” section of the ORS allows you to generate customized Participation Reports showing your students’ testing activity. You can determine which students have completed testing and which students have yet to begin or complete testing.

Test Completion Rates

School and district users can generate customized participation reports showing the number of students who have completed each part of each AzMERIT test. District-level users can create a file either for a specific school or for the whole district. These reports can be downloaded or opened in Excel.



Note: For full details on the ORS and how to navigate the “Plan and Manage Testing” section, please refer to the *Online Reporting System User Guide* found in the “Resources” section of the AzMERIT Portal (azmeritportal.org).

After Computer-Based Testing (CBT)

Once a student finishes testing, collect all scratch paper and any testing tickets. Used scratch paper and testing tickets are considered secure test material and must be securely destroyed.

Nonscorable Test Materials—Destroyed/Discarded Locally

District Test Coordinators must establish local procedures for destroying the secure nonscorable test materials and discarding non-secure nonscorable test materials.

Secure nonscorable materials include

- printed testing tickets; and
- used scratch paper.

Non-secure nonscorable materials include

- *Test Coordinator’s Manuals*; and
- *Test Administration Directions*.

Section 3. Paper-Based Testing (PBT) Information

The District Test Coordinators' responsibilities for paper-based testing (PBT) schools are outlined in this section from **before** testing to **during** and **after** testing. Remember that only students with an enrollment in TIDE will be able to participate in AzMERIT. It is the District Test Coordinator's responsibility to ensure that all students who need to take AzMERIT assessments have an enrollment in TIDE prior to testing and that a sufficient quantities of test materials are available.

Before Paper-Based Testing

Review Sample Items

PBT Test Administrators should ensure that students are familiar with how the innovative computer-based item types will render on the paper-based form of the test. Since AzMERIT is a computer-based test, the AzMERIT Sample Tests are computer-based. The AzMERIT *Guide to the Sample Tests* available on the AzMERIT Portal (azmeritportal.org/resources) includes a section that has samples of how all items will render on the paper-based test.

AzMERIT Test Booklets

All AzMERIT test booklets are consumable; students will respond to test items directly in their test booklet. There are no separate answer documents for AzMERIT.

For each grade 3 through 8, there will be one test booklet for ELA that includes Writing, Reading Part 1, and Reading Part 2. For Math there will be one test booklet that includes Part 1 and Part 2.

For each ELA EOC test, there will be one test booklet that includes Writing, Reading Part 1, and Reading Part 2. For each Math EOC test, there will be one test booklet that includes Part 1 and Part 2.

Receiving Test Materials

District Test Coordinators will receive the initial order of test materials on March 14–15, 2016. Materials for all schools within the district or charter will be shipped to the District Test Coordinator. The test materials are boxed by district, then by school. A district overage of test materials, including test booklets, is also included with the district shipment. Pre-ID Labels, Large Print, and Braille kits will be included in initial shipments of test materials provided they were indicated in TIDE prior to January 29, 2016.

All boxes will be numbered and will include the district and school name. The first box for each district and each school will have a label with "Open Me First."

Sample Open First Label



All district boxes will be white boxes and all school boxes will be brown boxes. See the following table for the list of materials that will be shipped for the district and each school.

Save all boxes for use in returning AzMERIT test materials. Do not cover, remove, or deface the green and white colored barcoded label(s) placed on the sides and top of each of the boxes prior to shipping to your district. Information on these green and white labels is needed when the box is returned to Measurement Incorporated. These labels will be marked “Do not cover or remove this label.”

Paper-Based Test Materials Checklist

District Boxes	School Boxes
District Packing List	School Packing List
School Packing List for each school (Duplicate copies)	School Return Form
District Return Kit including:	<i>Test Coordinator’s Manual</i>
<ul style="list-style-type: none"> District Return Form and Envelope for returning this form ONE FedEx Air Bill for entire Return Shipment of test materials Yellow Scorable Labels for returning used test materials Green Nonscorable Labels for returning unused test materials Extra blank Pre-ID labels Special Handling Envelopes for returning improprieties 	<i>Test Administration Directions</i> (1 per 20 students)
	Test booklets packed by content area
	Pre-ID labels
<i>Test Coordinator’s Manual</i>	Extra blank Pre-ID label sheets
<i>Test Administration Directions</i> (1 per 20 tests in district overage materials)	
Overage of test booklets packed by content area	

Inventory Test Materials

Upon receiving the AzMERIT shipment, the District Test Coordinator should immediately inventory all materials using the following steps:

Verify all boxes have been received

- Sort the boxes in numeric order.
- Count the total number of boxes received and compare it to the number of boxes indicated as shipped, based on the number sequence on the shipping label. If the total number of boxes indicated as shipped has not been received by March 15, 2016, contact the AzMERIT Help Desk at 1-844-560-7812 (select option 3 to be connected to MI).

Verify District Materials

The District Test Coordinator must inventory the overage materials in the District boxes.

- Find white district Box 1 with the label “Open Me First.”
- Find the District Packing List, District Return Form, and School Packing Lists for each school.
- The School Packing Lists are duplicate copies for the District Test Coordinator. Do not send these School Packing Lists to the schools.

District Packing List

The **District Packing List** will list all materials received in the district overage boxes. The packing list will list the number of materials sent, the range of numbers for the test booklets, and the box number where the materials can be located.

- Verify the materials received against the District Packing List.
 - Test booklets are numbered sequentially within the shrink-wrapped packages
 - If there is a discrepancy when initial materials are inventoried, indicate the test booklets missing on the District Return form.
 - As individual test booklet packages are opened, confirm that there are no missing test booklets within the packages, if test booklets are missing, mark the missing security barcode number on the District Return Form.
- Test booklets included in district shipment is an overage amount of the district-wide enrollment counts and should be used to cover any shortages in the school shipments.
- Do not distribute overage test booklets to schools until needed.
- If materials in the district overage shipment do not cover the school shortages, additional materials may be transferred between schools or districts, or additional materials may be ordered during the Additional Orders Window.
- Save copies of all packing lists from the initial order and any additional orders to aid in completing the District Return Form after testing is completed.

Sample Packing List (District)

PACKING LIST				
AzMERIT				
SPRING 2016 ADMINISTRATION				
Order Type = Initial		Ship To: ANY DISTRICT		
88-777 (District Order)		MR. BRIAN HAYES		
MI Order Number:		ADMINISTRATION BUILDING		
		123 FIRST AVENUE		
0 0 0 2 0 6 0 1 0 0 3 0 5		ANY TOWN, AZ 81234		
		(888) 222-4444		
Product Description	Qty	Qty/Pkg	Total	Box Range
District Return Form	1	1	1	1
Test Coordinator's Manual	1	1	1	1
Test Administration Directions - EOC	1	1	1	1
Grade 3 ELA	1	5	1	1000000-1005000
Grade 3 Math	1	5	5	1005001-1006000
Grade 4 ELA	1	5	5	1006001-1007000
Grade 4 Math	1	5	5	1007001-1008000
Grade 5 ELA	1	5	5	1008001-1009000
Grade 5 Math	1	5	5	1009001-1010000
Grade 6 ELA	1	5	5	1010001-1011000
Grade 6 Math	1	5	5	1011001-1020000
Grade 7 ELA	1	5	5	1020001-1029000
Grade 7 Math	1	5	5	1029001-1030000
Grade 8 ELA	1	5	5	1030001-1049000
Grade 8 Math	1	5	5	1049001-1050000
EOC ELA Grade 9 Test Booklet (Orange)	2	5	10	5902345-5902355
EOC ELA Grade 10 Test Booklet (Pink)	1	5	5	5002340-5002345
EOC ELA Grade 11 Test Booklet (Red)	1	5	5	5102335-5102340
EOC Algebra I Test Booklet (Purple)	2	5	10	2002345-2002355
EOC Geometry Test Booklet (Violet)	1	5	5	3002340-3002345
EOC Algebra II Test Booklet (Blue)	1	5	5	4002335-4002340
District Return Kit	1	5	5	

[Total Number of Boxes in this Order = 2]

IMMEDIATELY INVENTORY ALL TEST MATERIAL RECEIVED. If the total number of boxes in this order as indicated above has not been received by October 15, 2015, contact the AzMERIT Help Desk at 1-844-560-7812 or azmerithelpdesk@air.org.

Please KEEP this packing list for your records.

For MI Use Only - Order Verified By: _____

District Return Form

DISTRICT RETURN FORM			
AzMERIT			
SPRING 2016 ADMINISTRATION			
Order Type = Initial		DISTRICT CODE: 88777	
999-88777 (District Order)		DISTRICT: ANY DISTRICT	
ANY DISTRICT		DTC: MR. BRIAN HAYES	
			
MI Order: 0520035000038			
TEST BOOKLETS			
SECURITY RANGE	TEST BOOKLET RETURN DETAILS		
DISTRICT OVERAGE AzMERIT TEST BOOKLETS			
	# SENT	AO*	TOTAL REC SCORABLE # UNUSED # MISSING
ELA 8: 1000363 - 1000372	10		
Math 8: 1100363 - 1100372	10		
Algebra I: 2000363 - 2000372	10		
Geometry: 3000363 - 3000372	10		
*AO INCLUDES ADDITIONAL MATERIALS RECEIVED OR TRANSFERRED INTO DISTRICT.			
TEST NAME	TEST BOOKLET RANGE	COMMENTS	
_____	_____	_____	
_____	_____	_____	
TEST BOOKLET #'S MISSING, DESTROYED OR TRANSFERRED OUT.			
TEST NAME	TEST BOOKLET RANGE	COMMENTS	
_____	_____	_____	
_____	_____	_____	
*IF MORE LINES ARE NEEDED, USE THE BACK OF THE FORM.			
A completed District Return Form, School Return Forms (1 for each school), and Transfer of AzMERIT Secure Test Materials Form (if used) is to be returned with scorable test materials. Put all copies in the large District Return Form envelope provided in your District Return Kit and place envelop at the top of Box 1. Retain copies of all forms for your records.			
I CERTIFY THAT ALL SPRING 2016 TEST BOOKLETS HAVE BEEN RETURNED TO MEASUREMENT INC UNLESS IDENTIFIED ABOVE. I HAVE:			
(1) VERIFIED EACH TEST BOOKLET SECURITY NUMBER; AND			
(2) COUNTED EACH TEST BOOKLET INDIVIDUALLY.			
_____ SIGNATURE OF DTC	_____ PRINTED NAME	_____ DATE	

District Return Form

The **District Return Form** is used to track all district materials received and returned to MI.

- Complete and sign the District Return Form.

District Coverage AzMERIT Test Booklets – complete the fields as described below	
# Sent	This field will be prepopulated with the number of test booklets sent in the initial district order
AO*	Indicate the number of additional order test booklets received. Also include the number of test booklets received or transferred into the district from another school or district. Delete the number of test booklets transferred out to a school or another district. *If materials are received from another district or transferred to another district, attached copy of Transfer Form to District Return Form. (Appendix A in the back of this manual.) All additional test booklets or test booklets transferred in must be listed in the section “*AO Includes Additional Materials Received or Transferred into District.”
Total Rec	Add the “# Sent” and “AO*” for the total number of district materials received
# Unused	The number of test booklets being returned as nonscorables.
# Missing	The “Total Rec” and the “# Unused” should be the same. If there is a discrepancy, indicate the difference in the “# Missing.” All missing test booklets, including test booklets transferred out must be identified in the section “Test Booklet #’s Missing, Destroyed or Transferred out”
*AO Includes Additional Materials Received or Transferred into District – complete this section as described below.	
Test Name	List the appropriate grade level or EOC test.
Test Booklet Range	Barcodes can be added individually or a range of barcodes.
Comments	Comments may include additional order, transferred from another school or district.
Test Booklet #’s Missing, Destroyed or Transferred out – complete this section as described below.	
Test Name	List the appropriate grade level or EOC test.
Test Booklet Rang	Barcodes can be added individually or a range of barcodes.
Comments	Comments may include missing in initial order or transferred out to another school or district.

- District Return Form and School Return Forms for each school must be completed and returned to MI in the large District Return Form envelope provided in your District Return Kit. Place envelope at the top of Box 1.
- All test booklets shipped to the district and each school within the district/charter will be inventoried by MI to verify that all test booklets (both scorable and nonscorable) have been returned. It is important to inventory all materials upon delivery and mark any discrepancies on the School Return Form.

Verify School Materials

The District Test Coordinator or the School Test Coordinator must inventory the materials shipped for each school.

- Find brown school box with the label “Open Me First.”
- Find the School Packing List and the School Return Form.

School Packing List

The **School Packing List** will list all materials received in the school boxes. The packing list will list the number of materials sent, the range of numbers for the test booklets, and the box number where the materials can be located.

- Verify the materials received against the School Packing List.
 - Test booklets are numbered sequentially within the shrink-wrapped packages.
 - If there is a discrepancy when initial materials are inventoried, indicate the test booklets missing on the School Return form.
 - As individual test booklet packages are opened, confirm that there are no missing test booklets within the packages, if test booklets are missing, mark the missing security barcode number on the School Return Form.
- Verify that the actual number of test booklets received is sufficient for the actual number of students testing. If additional test booklets are needed, contact the District Test Coordinator.
- Save copies of all packing lists from the initial order to aid in completing the School Return Form after testing is completed.

School Return Form

The **School Return Form** is used to track all school materials received and returned to the District Test Coordinator.

- Complete and sign the School Return Form for each school in the district/charter.

AzMERIT Test Booklets – complete the fields as described below.	
# Sent	This field will be prepopulated with the number of test booklets sent in the initial school order.
AO*	Mark the number of additional test booklets received from district overage, or from another school. Delete the number of any test booklets that were transferred out of the school All additional test booklets must be listed in the section “*AO Includes Additional Materials Received or Transferred into School.”
Total Rec	Add the “# Sent” and “AO*” for the total number of school materials received.
Scorable	The number of used test booklets being returned for scoring.
# Unused	The number of test booklets being returned as nonscorables.
# Missing	The “Scorable” and the “# Unused” should equal the “Total Rec” for the school. If there is a discrepancy, indicate the difference in the “# Missing.” All missing test booklets, including test booklets that were contaminated and securely destroyed at district and test booklets transferred out must be identified in the section “Test Booklet #’s Missing, Destroyed or Transferred out”
*AO Includes Additional Materials from District Overage – complete this section as described below.	
Test Name	List the appropriate grade level or EOC test.
Test Booklet Range	Barcodes can be added individually or a range of barcodes.
Comments	Comments may include materials received from district.
Test Booklet #’s Missing, Destroyed or Transferred out – complete this section as described below.	
Test Name	List the appropriate grade level or EOC test.
Test Booklet Rang	Barcodes can be added individually or a range of barcodes.
Comments	Comments may include missing in initial order, test booklet contaminated and securely destroyed, transferred to district.

- All test booklets shipped to schools will be inventoried by MI to verify that all test booklets (both scorable and non-scorable) have been returned. It is important to inventory all materials upon delivery and mark any discrepancies on the School Return Form.

School Return Form

SECURITY RANGE		TEST BOOKLETS		TEST BOOKLET RETURN DETAILS																										
SCHOOL RETURN FORM AZMERIT SPRING 2016 ADMINISTRATION																														
Order Type = Initial		DELIVERY		999-887777																										
199-887777 (School Order)		DISTRICT		ANY DISTRICT																										
ANY SCHOOL		SCHOOL		ANY SCHOOL																										
MI Order: 0520033000012		STC		OR. STAN. RATES																										
<table border="1"> <thead> <tr> <th>AO*</th> <th>TEST BOOKLETS</th> <th>SCOREABLE</th> <th>UNSCOREABLE</th> <th>MISSING</th> </tr> </thead> <tbody> <tr> <td>MI 8: 1000361 - 1000372</td> <td>10</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MI 8: 1100363 - 1100372</td> <td>10</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Algebra I: 2000368 - 2000377</td> <td>10</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Geometry: 3000369 - 3000372</td> <td>10</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						AO*	TEST BOOKLETS	SCOREABLE	UNSCOREABLE	MISSING	MI 8: 1000361 - 1000372	10				MI 8: 1100363 - 1100372	10				Algebra I: 2000368 - 2000377	10				Geometry: 3000369 - 3000372	10			
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Geometry: 3000369 - 3000372	10																													
*NO INCLUDES ADDITIONAL MATERIALS RECEIVED FROM DISTRICT OVERAGE.																														
TEST NAME	TEST BOOKLET RANGE	COMMENTS																												
TEST BOOKLET IS MISSING, DESTROYED OR TRANSFERRED OUT.																														
TEST NAME	TEST BOOKLET RANGE	COMMENTS																												
*IF MORE LINES ARE NEEDED, USE THE BACK OF THE FORM.																														
Complete this School Return Form and return to your District Test Coordinator with your test materials. Retain a copy for your records.																														
I CERTIFY THAT ALL SPRING 2016 TEST BOOKLETS HAVE BEEN RETURNED TO MY DDC UNLESS IDENTIFIED ABOVE. I HAVE:																														
(1) MARKED THE NAME TEST BOOKLET SECURITY NUMBER; AND																														
(2) SQUARED EACH TEST BOOKLET INDIVIDUALLY.																														
SIGNATURE OF STC		PRINTED NAME		DATE																										

Transferring Secure Materials Between Schools Within Your District

If a school in your district has a shortage of test materials and your supply of district overage materials has been exhausted, you may transfer test materials from another school within your district that has more materials than needed for their students. It is the responsibility of the District Test Coordinator to track these transfers of secure materials so that all test booklets can be accounted for at all times and returned appropriately after testing has been completed. Each school must indicate on its School Return Form any test booklets that have been received or transferred out.

Transferring Secure Materials to Another District

If you have a shortage of test materials after you have exhausted your district overage and any school overages, you may request a transfer of test materials from a neighboring district if the district has a sufficient overage of materials to fulfill your needs. In the event that secure test materials are transferred between districts, the District Test Coordinators for both districts must complete the *Transfer of AzMERIT Secure Test Materials* form found in “Appendix A” of this manual.

District Test Coordinators for both districts involved in the transfer must ensure that the documentation of transferred materials is complete and accurate and both District Test Coordinators must sign the transfer form.

Both District Test Coordinators should:

- indicate the number of test materials and the security barcode numbers that are either being transferred in or transferred out of their district.
 - If materials are being transferred into your district, indicate the number of test materials under the AO* column on the District Return Form.
 - If materials are being transferred out of your district, indicate the number of material materials missing on the District Return Form.

- include a copy of the *Transfer of AzMERIT Secure Test Materials* form with the District Return Form to Measurement Incorporated when test materials are returned. A copy of this form is in Appendix A. You may photocopy the form from the manual or download it from the AzMERIT Portal (azmeritportal.org).

Additional Order Window

The Additional Order Window is March 16–17, 2016. If there are insufficient test materials in the district overage, the District Test Coordinator should follow the directions for ordering additional test materials, as outlined in the *TIDE User Guide*. Requests for additional materials must be made in TIDE. Prior to placing an additional order, all students must be added in TIDE. Additional orders will be approved by ADE. Once approved, the order will ship within 48 hours for overnight delivery. Please plan accordingly if your school is in a remote area where overnight delivery may not be possible.

Place only one additional order per district.

- When Additional Order materials arrive in the district, follow procedures for inventorying materials.
- On the District Return Form, write in the number of additional order test materials received under the AO* column.
- Save Additional Order Packing Lists to aid in completing the District Return Form after testing is completed.

Pre-ID Labels

A student Pre-ID label is required for each test booklet. Most students will receive Pre-ID labels in the test materials shipment. Students who do not have Pre-ID labels in the shipment will need to have labels printed for them by the school or district. If a student's Pre-ID label is damaged or includes any incorrect information, a new label will need to be printed prior to the student testing.

Additional blank labels are included in Box 1 for the district and each school shipment. On-Demand printing of additional labels is available through TIDE for the School Test Coordinator, District Administrator, and District Test Coordinator user roles. Instructions for printing Pre-ID labels are in the *TIDE User Guide*, found on the AzMERIT Portal (azmeritportal.org/resources).

Apply Pre-ID labels to test booklets **prior** to distributing to students. EOC labels have contain the test name in the top line. Be sure to apply the appropriate label to the appropriate type of test booklet for each student (e.g., the ELA label on the ELA booklet; the Math label on the Math booklet). When applying labels, especially On-Demand labels, check carefully that the student's information is printed clearly and completely on the label prior to placing it on a test booklet.

Apply the Pre-ID label inside the Student Barcode Label box on the front cover of the test booklet. Do not try to remove and reapply the label if it appears to be improperly placed. If labels are improperly placed, contact ADE for guidance on how to proceed. Test booklets must have a Pre-ID label or On-Demand label to be scored. Any test booklets with anything other than a Pre-ID or On-Demand label, include copies of test tickets will not be scored.

Unused Pre-ID labels for students who no longer attend the school should not be applied to test booklets. Unused Pre-ID labels should be securely destroyed after testing is completed.

Large Print and Braille Testing Kits

Each Large Print or Braille test will arrive in a separate shrink-wrapped testing kit. The kit will contain ALL materials needed to administer the test. Please be sure that Test Administrators review the *Supplemental Instructions for Braille* included in the Braille test kit prior to administration of the test.

The regular test booklet included in the Large Print and Braille kit is a special form and must be used for transferring student responses from the Large Print and Braille version test. Use ONLY test materials included in the Large Print and Braille kits for these special test administrations.

No Pre-ID labels should be applied to the covers of the Large Print or Braille test booklets. The Pre-ID labels must be applied to the special form regular test booklet included in the Large Print and Braille kits.

After test administration, the Test Administrator, Test Coordinator, or other designated school personnel shall follow the guidance in the *Spring 2016 AzMERIT Test Administration Directions* for transferring student responses to the test booklet included in the Large Print and Braille test kits.

During Testing

Test Administrators must follow security procedures and test administration procedures during the test session as found in the appropriate *Spring 2016 AzMERIT Test Administration Directions*. Test Administrators should be given the *Spring 2016 AzMERIT Test Administration Directions* prior to the test session. Test Administrators must be familiar with which accommodations students are allowed during testing. The Test Administrator must complete the Accommodations Data Grid on the back of the test booklet for students that received accommodations.

All test improprieties and security breaches must be reported to the District Test Coordinators. All Test Administrator errors and student cheating incidents must be reported to ADE using the Incident Report posted on the AzMERIT Test Coordinator web page (www.azed.gov/assessment/testcoordinators).

Precautions

- Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their test booklets. Doing so may cause scoring discrepancies. Students can use a No. 2 pencil for any annotations or underlining.
- Do not allow students to use correction fluid on the scorable test booklets. Doing so may cause scoring discrepancies.
- Do not allow students to make any marks near the timing marks on the edges of the scorable test booklets. Doing so may cause scoring discrepancies.
- Do not allow students to use extra paper or ink to write their ELA Writing test responses in the scorable test booklets. Only responses that are written in pencil on the pages designated “Final Copy” in the scorable test booklets will be scored.
- Do not use “sticky” notes, paperclips, tape, staples, or glue on the scorable test booklets.
- Do not insert loose papers into the scorable test booklets.
- Do not tape or glue additional paper into the scorable test booklets.
- Do not photocopy the test booklets.
- Do not disassemble or pull pages from test booklets.

After Testing

Collect all test materials and scratch paper from Test Administrators.

All AzMERIT test booklets are returned to Measurement Incorporated (MI). The used test booklets (regular size) are returned as scorable materials. The unused test booklets, Large Print test booklets, and Braille test booklets are returned as nonscorables. All used scratch paper, unused Pre-ID labels, any

contaminated test booklets; and any student responses that were produced electronically must be securely destroyed either at the district or school. Test Coordinator’s Manuals and Test Administration Directions can be discarded locally either at the district or school. District Test Coordinators should provide specific instructions how these materials will be either securely destroyed or discarded.

Preparing Test Booklets for Return to Measurement Incorporated (MI)

- Verify that all test booklets have been collected from Test Administrators. Verify all test booklets included on the District Packing List, all School Packing Lists, and any Additional Order Packing Lists are accounted for. All test booklets will be inventoried upon return to MI. District Test Coordinators will be contacted regarding any missing test booklets.
- Separate all scorable (used) test booklets from nonscorable (unused) test materials.
- Remove any loose sheets of paper from the test booklets.
- Transfer responses from any test booklets contaminated with blood, vomit, or other bodily fluids to a clean test booklet with a new Pre-ID label. Securely destroy the contaminated test booklet. For any contaminated test booklet that is destroyed at the district, mark the security barcode number on the School Return Form. Make a note that test was contaminated and destroyed.
- Complete a *Transfer of AzMERIT Secure Test Materials* form for any test booklets received from or transferred to another district. Return the *Transfer of AzMERIT Secure Test Materials* form with the District Return Form.
- Complete the District Return Form.
 - The number of test booklets sent was prepopulated and verified during the initial inventory of test booklets.
 - Any additional orders that were placed for the district and any test booklets received from a school or another district should be included under the AO*.
 - Total number of test booklets sent and AO* equals the Total Rec.
 - List the number of nonscorable (unused) materials being returned.
 - The number of nonscorable (unused) test booklets should equal the number of “Total Rec.” If there is a difference, indicate the number of test booklets under the “Missing” column.
- All missing test materials must be accounted for. Complete the information at the bottom of the District Return form under the section “Test Booklets missing, destroyed, or transferred out” for any materials that are missing. Provide explanation of missing materials. Missing test materials will include:
 - test booklets not received in initial order or additional order;
 - test booklets transferred to a school within your district/charter;
 - test booklets transferred to another district or another school not within your district/charter; and
 - the *Transfer of AzMERIT Secure Test Materials* form.
- Complete the School Return Form.
 - The number of test booklets sent was prepopulated and verified during the initial inventory of materials.
 - Any additional test booklets that were received from the district overage materials should be included under the AO*.
 - Total number sent and AO* for Total Rec.

- List the number of scorable (used) test booklets being returned for scoring.
- List the number of nonscorable (unused) test booklets being returned.
- Total number of scorable (used) test booklets and nonscorable (unused) test booklets should equal the number of “Total Rec.” If there is a difference, indicated the number of test booklets under the “Missing” column.
- Complete the information at the bottom of the form under the section Test Booklets missing, destroyed, or transferred out for any materials that are missing, transferred out or that were contaminated and securely destroyed. Provide explanation of missing or destroyed materials (e.g., missing in initial shipment, securely destroyed).

Boxing Scorable Test Booklets

Scorable test booklets include completed and partially completed standard AzMERIT test booklets. (All Large Print and Braille test booklets are nonscorable.)

- Separate the ELA test booklets and Math test booklets for each school.
- Place all scorable test booklets in boxes. Sort by school and content area. Boxes can be mixed with different schools and content area. All materials are to be returned to MI in the boxes in which they were shipped. Sample Packing Diagram for Returning Used (Scorable) Test booklets is available on the next page.
- Place the District Return Form and School Return Forms in the large envelope provided in your District Return Kit on top of Box 1.
- If directed by ADE to return the Pink Special Handling Envelope(s), place the envelope(s) in the first scorable box for the district immediately below the District and School Return Forms. **Special Handling Envelopes are not to be returned to MI without approval by ADE.**

Sample Special Handling Envelope

TESTING IMPROPRIETIES ENVELOPE
(Use only with ADE approval)
AzMERIT Paper-Based Testing (PBT) Only
A Testing Incident Report must be completed and submitted to ADE for all testing improprieties and testing incidents prior to test booklets being returned to MI. **This envelope is only used if instructed by ADE*.**

District Name _____ District Entity # _____
School Name _____ School Entity # _____

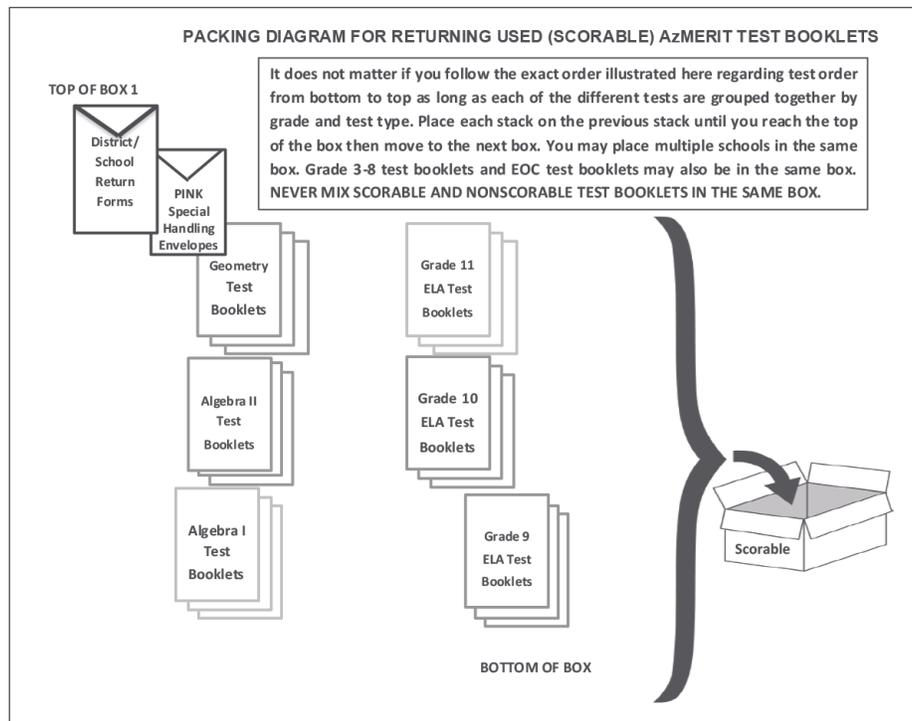
Test improprieties included in this envelope for the following student(s):
Number of Students included in this envelope _____

1. Student Name _____ Test Booklet # _____
Student SAIS # _____

2. Student Name _____ Test Booklet # _____
Student SAIS # _____

- Do not cover, remove, or deface the green and white colored barcoded labels that were on the sides and top of each of the boxes when materials were shipped to your district. These barcoded labels identify your district/school and are used to record the number of packages returned to MI by your district.
- Place one yellow “Scorable” label on a side of each box of scorable test materials.

Packing Diagram for Returning Used (Scorable) Test Booklets for EOC

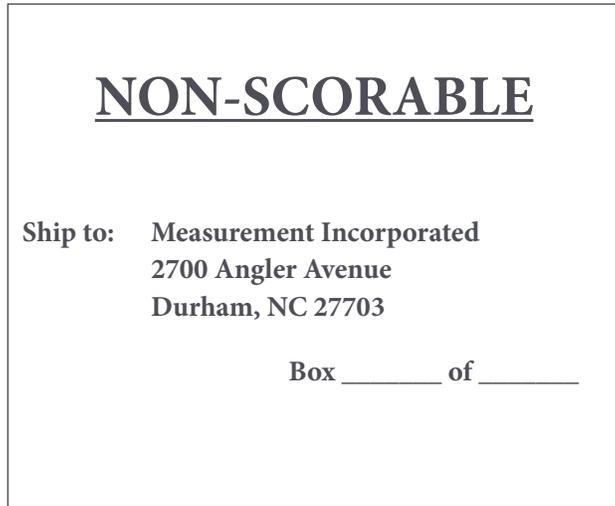


Boxing Nonscorable Test Booklets

Nonscorable test booklets include unused test booklets and all Large Print and Braille test booklets.

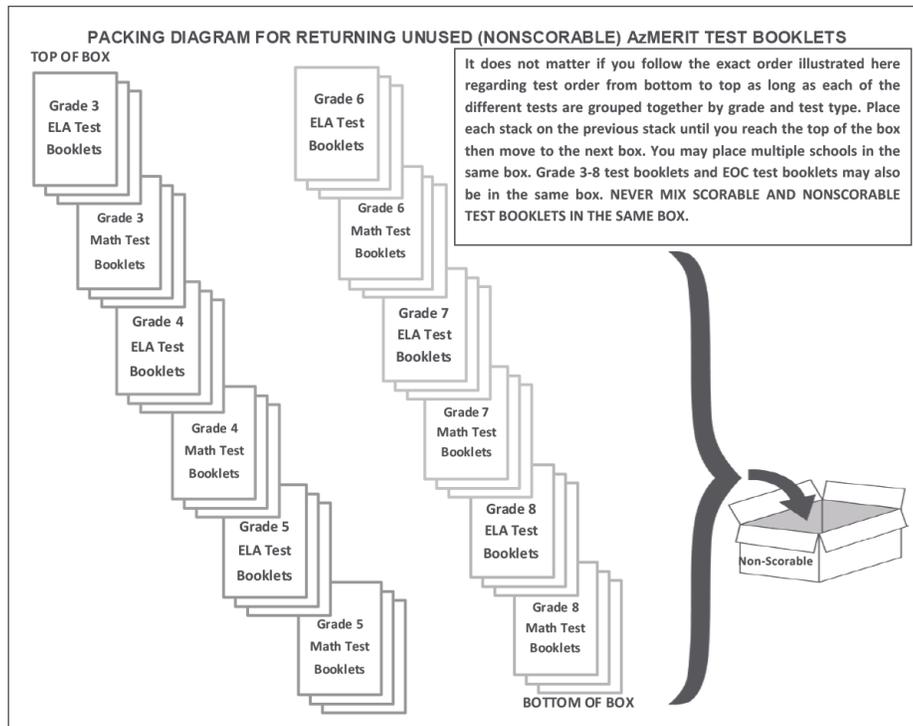
- Separate test booklets by grade and content.
- Place all nonscorable test booklets in a separate box or boxes. Sample Packing Diagram for Returning Unused (Nonscorable) Test booklets is available on the next page.
- Unused district overage test booklets can be included in boxes with nonscorable test booklets from any schools.
- Do not cover, remove, or deface the green and white colored barcoded labels that were on the sides and top of each of the boxes when materials were shipped to your district. These barcoded labels identify your district/school and are used to record the number of packages returned to MI by your district.
- Place one green “Nonscorable” label on a side of each box of nonscorable test materials.

Sample AzMERIT Nonscorable Test Materials Label (Green)

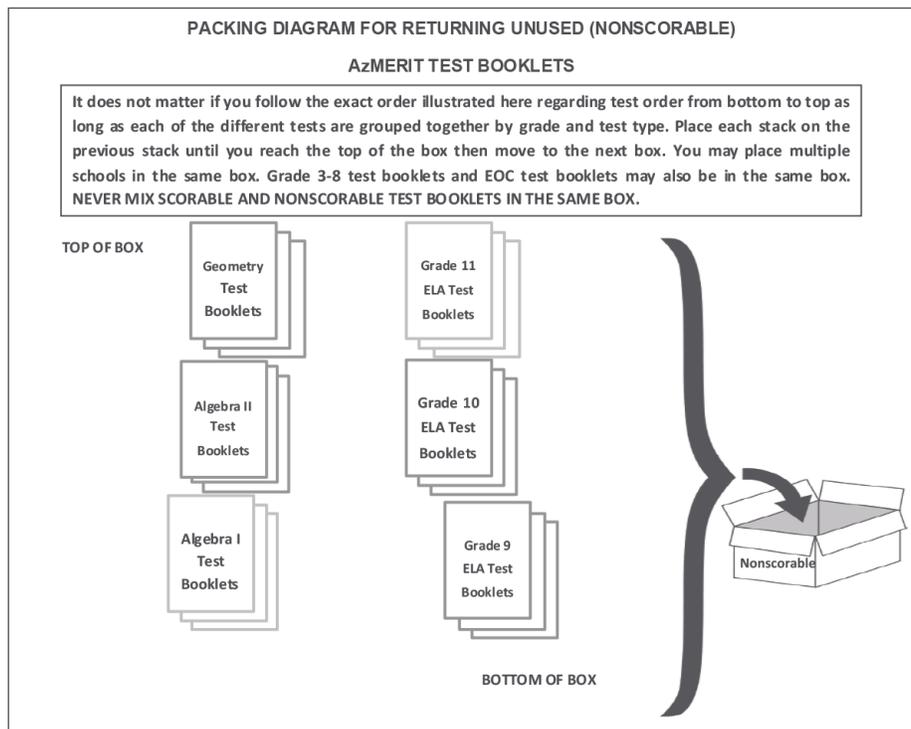


- Do not place nonscorable test booklets in the same box as scorable test booklets.
- Continue numbering boxes in the same number sequential sequence as the scorable boxes. For example, if scorable boxes are 1 through 7, the nonscorable boxes will start on box 8. The total number of boxes for the district will include both the scorable and the nonscorable boxes.
- The original FedEx label containing the district address that was on the boxes when they were shipped must be removed or covered with the FedEx air bill that was included in the District Return kit.

Packing Diagram for Returning Unused (Nonscorable) Test Booklets for Grades 3–8



Packing Diagram for Returning Unused (Nonscorable) Test Booklets for EOC



FedEx Pickup of Scorable and Nonscorable Boxes: April 4–12, 2016

All districts and schools are to return test booklets using a single FedEx Air Bill for a 2-day return. The air bill is included in the District Return kit, and instructions are provided in the original shipment of test materials. **ONLY one air bill is needed for your entire shipment (see Figure 9 for a sample label). The FedEx driver will print and affix small labels containing associated tracking numbers to each box.**

Place the FedEx air bill over the original FedEx label containing the district address that was on the boxes when they were shipped, or remove the original FedEx label. **The original FedEx labels must be removed or covered for all boxes that are being returned to MI.** Do not tamper with the preprinted information on the FedEx return air bill in any way, as this may affect FedEx processing and delay your shipment. Complete your contact information in the Sender's section of the air bill and indicate the total number of boxes in the shipment in the space provided on the air bill for that information. Be sure to retain the "Sender's Copy" of the air bill; this copy contains your master tracking number.

If you are missing your FedEx air bill for return or if you have any questions about returning your test materials via FedEx, contact MI via the AzMERIT Help Desk at 1-844-560-7812 (choose option 3). **Measurement Incorporated will not ship an additional air bill to you but will provide you with the appropriate information to complete a blank air bill, which you can obtain from any FedEx driver or FedEx shipping location.**

- Call 1-800-GoFedEx® (1-800-332-0807). You must contact FedEx at least 24 hours prior to pickup. Remote areas should allow 48 hours. You may also schedule your pickup online at FedEx.com. Even if FedEx typically comes to your district daily, you must schedule your shipment in advance to ensure that the driver has enough room on the truck to accept your shipment. **The first day to contact FedEx to schedule a pickup is April 1, 2016. The last day to contact FedEx is April 11, 2016.**
- FOR LARGE DISTRICTS WITH PALLETIZED MATERIALS, call FedEx Freight at 1-866-393-4585 to schedule your pickup.

Section 4. Getting Help

ADE's AzMERIT Inbox

When you have an AzMERIT question contact ADE at the AzMERIT Inbox first, ADE can help with nearly all AzMERIT questions, especially those regarding which students should participate in AzMERIT testing, policy questions about how to administer AzMERIT, questions about possible testing improprieties, and changes to District Test Coordinator information.

ADE AzMERIT Inbox
Email Support: AzMERIT@azed.gov

AIR's AzMERIT Help Desk

AIR's AzMERIT Help Desk is available Monday through Friday from 6:00 a.m. to 8:00 p.m., Mountain Standard Time, except for holidays. Contact AIR's AzMERIT Help Desk with questions regarding any of the TIDE tasks, technical issues with computer-based test administration from both the Test Administrator and student perspectives, issues with receiving or returning paper-based testing materials, and general testing process or functionality questions.

AIR's AzMERIT Help Desk
Toll-Free Phone Support:
1-844-560-7812
(choose option 3 to reach MI)
Email Support: azmerithelpdesk@air.org
Chat Support: azmeritportal.org/chat

When you contact the Help Desk, you will be given a case number. If you need to contact the Help Desk again regarding the same issue, please reference your case number. When you contact the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered.

For technical issues involving computer-based testing include the following information, as applicable:

- Test Administrator name
- SSID(s) of affected student(s)

Do NOT provide any other student information, as doing so may violate FERPA policies.

- Operating system and browser version information: and/or
- Any error messages and codes that appeared, if applicable

Appendix A. Transfer of AzMERIT Secure Test Materials

This form is to be used when transferring secure test booklets between districts. The receiving district shall return all booklets in their return shipment to Measurement Incorporated and include a copy of this form with the District Return Form in Box 1 of the return shipment. The transferring district should attach a copy of this form to their District Return Form when returning that form to Measurement Incorporated once test materials have been picked up by FedEx.

Originating District/School: _____

District Entity #: _____

District Name: _____

Printed Name of District Test Coordinator: _____

Receiving District/School: _____

District Entity #: _____

District Name: _____

Printed Name of District Test Coordinator: _____

Secure Test Booklets being transferred
Indicate Grades 3–8 or EOC Test Booklets: _____

Test Booklet Barcode Range: _____ to _____

Test Booklet Barcode Range: _____ to _____

Individual Test Booklet Barcodes transferred:

By my signature, I certify that the above listed AzMERIT test booklets are being transferred as noted above. Both District Test Coordinators must sign:

Test Coordinator Signature (Transferring to): _____ Date: _____

Test Coordinator Signature (Transferring from): _____ Date: _____

Submit a copy along with the District Return Form for your district/charter. Keep a copy for your records.