

# AIMS UPDATE FOR TEST COORDINATORS

## SPRING 2011 TESTING CRITICAL DATES

<b>November 22</b>	PearsonAccess emails go out
<b>Nov. 29 – Dec. 17</b>	Participation counts window (initial orders for test materials)
<b>Nov. 29 – Dec. 17</b>	Pre-Test Workshop registration
<b>Nov. 29 – Feb. 11</b>	AIMS HS Science Pre-ID label selections via ADE Common Logon
<b>Nov. 30 and Dec. 2, 7, and 9</b>	Online ordering training demos (optional, but highly recommended)
<b>January 7</b>	Label data extracted from SAIS for HS Writing and HS Reading
<b>January 10–28</b>	Participation counts verification for HS Mathematics, HS Science, AIMS 3-8, and Stanford 10
<b>January 10–28</b>	Pre-Test Workshops
<b>February 4</b>	Superintendent/District Test Coordinator’s Spring 2011 Test Security Agreement due
<b>February 7–10</b>	HS Writing and HS Reading test materials arrive
<b>February 11</b>	Label data extracted from SAIS for HS Mathematics, HS Science, AIMS 3-8, and Stanford 10
<b>February 14–16</b>	Additional order window for HS Writing and HS Reading
<b>March 10–15</b>	HS Writing and HS Reading test material retrieval
<b>March 14–17</b> <i>or</i> <b>March 21–24</b>	HS Mathematics, HS Science, AIMS 3-8, and Stanford 10 test materials arrive
<b>March 24–29</b>	Additional order window for HS Mathematics, HS Science, AIMS 3-8, and Stanford 10
<b>April 14–19</b>	HS Mathematics and HS Science test material retrieval
<b>May 2–5</b>	AIMS 3-8 and Stanford 10 scorable test materials retrieval
<b>May 9–12</b>	AIMS 3-8 and Stanford 10 nonscorable test materials retrieval

## SPRING 2011 TESTING CALENDAR

<b>March 1</b>	AIMS HS WRITING (make-up March 8)
<b>March 2</b>	AIMS HS READING (make-up March 9)
<b>April 5</b>	AIMS HS MATHEMATICS (make-up Apr. 12)
<b>April 6</b>	AIMS HS SCIENCE (no make-up)
<b>April 4–29</b>	STANFORD 10 – Grade 9
<b>April 11–29</b>	AIMS 3-8
<b>April 11–29</b>	STANFORD 10 – Grade 2

## TEST COORDINATOR CHECKLIST FOR NOVEMBER, DECEMBER, AND JANUARY

- Participate in Pearson’s online ordering training **November 30, December 2, 7, or 9** (optional)
- Enter participation counts for Spring 2011 testing **November 29 – December 17**
- Register for a Spring 2011 AIMS Pre-Test Workshop **November 29 – December 17**
- Select Cohort 2014 students for AIMS HS Science Pre-ID labels **November 29 – February 11**
- Verify participation counts for HS Mathematics, HS Science, AIMS 3-8, and Stanford 10 **January 10 – 28**
- Attend a Spring 2011 Pre-Test Workshop **January 10 – 28**

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## ORDERING TEST MATERIALS

### PearsonAccess Email

Pearson will send an email to all district test coordinators on November 22. The email will include logon information for PearsonAccess. PearsonAccess will be used for entering participation counts (initial orders), placing additional orders, tracking shipments, and downloading electronic test results. If you have not received your logon information email by November 23, please contact the Pearson AIMS Help Customer Service Line at 888.705.9421 (press 1) or at [AIMSHelp@support.pearson.com](mailto:AIMSHelp@support.pearson.com).

Test coordinators will be able to logon to PearsonAccess as soon as they receive their email even though the participation counts window for Spring 2011 does not begin until November 29<sup>th</sup>.

### PearsonAccess Training Session

PearsonAccess training sessions will be offered for those test coordinators who are unfamiliar with PearsonAccess. The one-hour training session will include a guided demonstration of the three main tasks that must be completed during the Spring 2011 participation counts window and will include a question and answer segment. Participation in a PearsonAccess training session is optional though highly recommended for new test coordinators.

The training session will be offered eight times:

Tuesday, November 30 at 9 a.m. and 1 p.m. MST  
Thursday, December 2 at 9 a.m. and 1 p.m. MST  
Tuesday, December 7 at 9 a.m. and 1 p.m. MST  
Thursday, December 9 at 9 a.m. and 1 p.m. MST

Training will be delivered via WebEx. An email with additional details on how to participate in a WebEx training will be sent to test coordinators on November 22. It is **not** necessary to register ahead of time.

### AIMS User's Guide – Participation Counts

An AIMS User's Guide for use during the Spring 2011 Participation Counts window will be posted on the PearsonAccess Arizona AIMS home page on Nov. 24.

The User's Guide gives step-by-step instructions for the following three tasks that must be completed during the participation counts window of Nov. 29 – Dec. 17:

- 1) Verify contact information & shipping address,
- 2) Select March delivery window, and
- 3) Enter participation counts.

**All district test coordinators are expected to download the User's Guide and follow the step-by-step instructions for completing these three tasks.**

## ORDERING TEST MATERIALS (continued)

### Participation Counts

For schools with enrollments in SAIS, preliminary participation counts based on SAIS enrollments will be shown in PearsonAccess. For schools without enrollments in SAIS, preliminary participation counts will be shown as "0" in PearsonAccess. All district test coordinators must review the participation counts for each of their schools and revise as needed based on the guidance below.

Participation counts should reflect the exact number of materials needed at the time the order is placed. There is no need to round-up the counts as an overage will be included with the shipment of test materials. During January 10-28, participation counts can be revised for all testing except HS Writing and HS Reading. Also, additional orders can be made right before testing.

- For Grade 2, the participation count is the same as enrollment **minus** any Stanford 10 Grade 2 test books in storage from last year.
- For Grades 3 through 8, the participation count is the same as enrollment.
- For Grade 9, enter participation counts for both test books and answer documents.
  - The participation count for Stanford 10 Grade 9 test books is the same as enrollment **minus** any Stanford 10 Grade 9 test books in storage from last year. **Many schools will not need to order Stanford 10 Grade 9 test books.**
  - The participation count for Stanford 10 Grade 9 answer documents is the same as enrollment. **All schools participating in Stanford 10 Grade 9 testing must order answer documents.**
- For High School, participation counts are entered by content area.
  - The participation count for writing, reading, and mathematics is the number of students who must test on that content area **plus** the number of students who are retesting to "Exceed."
  - The participation count for science is the number of Cohort 2013 student who must test on science **plus** the number of Cohort 2014 students who are opting to take the test early.
- For large print and Braille, participation counts are the same as the number of students whose IEPs or 504 plans require these formats. Please verify the need for large print and Braille materials with the teacher(s) for the visually impaired. Do not order large print or Braille materials unless actually needed.

## SPRING 2011 PRE-TEST WORKSHOPS

The designated district test coordinator for every district, charter operator, BIE line office, private school, and approved private placement school must attend a Spring 2011 Pre-Test Workshop and be present for the entire workshop.

The designated district test coordinator may register himself/herself and one guest for a pre-test workshop during the registration period of Nov. 29 through Dec. 17. Go to [www.azed.gov](http://www.azed.gov). Click on the calendar icon at the bottom of the home page and choose your desired date on the calendar registration application. Follow the directions shown for completing the registration. A reminder e-mail with driving directions and parking information will be sent about one week before the workshop. Note the time of the workshop as it will begin on time. **Pre-Test Workshops registrations must be completed by Friday, December 17, 2010.**

### Workshop Dates and Locations

Mon.	Jan. 10 (a.m.)	Flagstaff
Tue.	Jan. 11 (a.m.)	Snowflake
Wed.	Jan. 12 (a.m.)	Mesa
Wed.	Jan. 12 (p.m.)	Mesa
Thu.	Jan. 13 (a.m.)	Casa Grande
Fri.	Jan. 14 (a.m.)	WebEx – <i>remote districts only</i> <sup>#</sup>
Fri.	Jan. 14 (p.m.)	WebEx – <i>remote districts only</i> <sup>#</sup>
Tue.	Jan. 18 (a.m.)	Lake Havasu
Tue.	Jan. 18 (a.m.)	Yuma
Wed.	Jan. 19 (a.m.)	Phoenix (North)
Wed.	Jan. 19 (p.m.)	Phoenix (North) – <i>Gr. 2-8 only</i> *
Thu.	Jan. 20 (a.m.)	Glendale
Thu.	Jan. 20 (p.m.)	Glendale – <i>HS only</i> **
Fri.	Jan. 21 (a.m.)	Camp Verde
Mon.	Jan. 24 (a.m.)	Safford
Tue.	Jan. 25 (a.m.)	Benson
Wed.	Jan. 26 (a.m.)	Tucson (South)
Wed.	Jan. 26 (p.m.)	Tucson (South) – <i>Gr. 2-8 only</i> *
Thu.	Jan. 27 (a.m.)	Tucson (West)
Thu.	Jan. 27 (p.m.)	Tucson (West) – <i>HS only</i> **
Fri.	Jan. 28 (a.m.)	WebEx – <i>remote districts only</i> <sup>#</sup>

\*These workshops are for elementary only districts. Early registration is recommended as seats are limited.

\*\*These workshops are for high school only districts. Early registration is recommended as seats are limited.

<sup>#</sup>These WebEx workshops are for remote districts far from one of the in-person workshops. Register for the WebEx workshops by contacting Mary Pat (602.542.5345 or [MaryPat.Wood@azed.gov](mailto:MaryPat.Wood@azed.gov)). **Registration for the WebEx workshops closes on December 3<sup>rd</sup>.**

## STUDENT PRE-ID LABELS

Student Pre-ID labels will be produced based on SAIS enrollment data. Schools without SAIS enrollment data will not get Student Pre-ID labels. **The data for HS Writing/HS Reading will be extracted on January 7. The data for all other AIMS testing and Stanford 10 testing will be extracted on February 11.**

For Stanford 10, Pre-ID labels will be produced for all students in Grade 2 and all students in Grade 9 (Cohort 2014).

For AIMS 3-8, Pre-ID labels will be produced for all students in Grades 3-8.

For each of AIMS HS Writing, HS Reading, and HS Mathematics, Pre-ID labels will be produced for all students in Cohort 2013, for students in Cohort 2012 who have not exceeded in the content area, and for students in Cohort 2011 and below who have not passed in the content area.

For AIMS HS Science, Pre-ID labels will be produced for students in Cohort 2013 who did not test on AIMS HS Science last year and for Cohort 2014 students who were selected using the ADE Common Logon label selection application.

**From November 29 through February 11, district test coordinators may select Cohort 2014 students to receive AIMS HS Science labels.** To do so, enter the ADE Common Logon and select the “Assessment” application. Once in the “Assessment” application, select the option, “Student Selections for AIMS Test.” Select the option for Science labels and follow the directions on this page to select Cohort 2014 students for AIMS HS Science labels. The AIMS HS Science label selection process will be reviewed during the Pre-Test Workshops.

## CHANGES TO AIMS WRITING

### Multiple Choice Items

Beginning Spring 2011, multiple choice items will be included in AIMS Writing in Grades 5, 6, 7, and High School. For Grades 5, 6, and 7, the dual-purpose model used in reading and mathematics is used for writing, with the AIMS Writing items embedded in the AIMS Reading test. Some of the AIMS Writing items will contribute to both the AIMS Writing score and to the Stanford 10 language score.

Since there will be a reduced number of embedded field test items in the AIMS Reading test for Grades 5, 6, and 7, there is no change in the administration time of AIMS for these grades.

The multiple choice items for High School will be administered on the same day as the writing prompt. With the addition of multiple choice items, it will take about 30 more minutes to administer the HS Writing test.

## CHANGES TO AIMS WRITING (continued)

### Extended Writing Prompt

AIMS Writing in Grades 5, 6, 7, and High School will continue to include an extended writing prompt. The presentation of the prompt, the “Prewriting and Planning” page, the “Draft” pages, the “Writer’s Checklist” page in the test book are very much the same as in previous years. This is also true of the “Final Copy” pages of the answer document.

### Scoring AIMS Writing

To receive an AIMS Writing score students must complete both the prompt and the multiple choice items. The prompt will be weighted 60% and the multiple choice items will be weighted 40% in the AIMS Writing score.

The writing prompt response will be scored using a new holistic rubric based on 6 traits. The extended response score will be reported, but the AIMS Writing score is dependent on both the extended response and the multiple choice scores.

### Standard Setting for AIMS Writing

Standard Setting is the process used to establish the performance level cut scores for a new test.

In Spring 2010, there was a new standard setting for AIMS Mathematics because the AIMS Mathematics test was realigned to a new content standard. The realignment of the test resulted in a “new” test that required a new standard setting.

In Spring 2011, there will be a new standard setting for AIMS Writing. This time the new standard setting is because of the change in test format – multiple choice questions with a holistically scored prompt response. The change in test format results in a “new” test that requires a new standard setting. AIMS Writing scores will be a bit delayed this year due to standard setting.

**The content standards for writing have not changed. What students are expected to know and be able to do in the area of writing has not changed.** Teachers are encouraged to continue using the 6 Trait Rubric (the basis for Strand 2 of the Writing Standard) for instruction.

### AIMS Writing Support Materials

A wide variety of materials related to the AIMS Writing test can be found on the AIMS Writing web page: [www.azed.gov/standards/aims/aimswriting/](http://www.azed.gov/standards/aims/aimswriting/). These materials include

- Holistic Rubric Based on 6 Traits
- AIMS Writing Blueprint
- Annotated Student Writing (based on the holistic rubric)
- Annotated Student Writing (based on the 6 traits rubric)
- New Sample Tests and Think-Throughs for AIMS Writing

## SCHEDULING SPRING 2011 TESTING

### AIMS HS

As in previous years, AIMS HS must be administered on only the scheduled dates. Schools that will not be in session on one or more scheduled AIMS HS test dates must notify ADE and request permission to test on alternate date(s). Such notifications must be submitted to Irene Hunting, Director of State Test Administration, on official district/school letterhead by the superintendent or charter representative and must include a copy of the official 2010-2011 school calendar.

Due to the inclusion of multiple choice items in the HS Writing test, schools should allow an additional 30 minutes to administer that test. The recommended administration time for the Spring 2011 AIMS HS Writing test is 2 ½ to 3 hours. As with all AIMS testing, the AIMS HS Writing test is untimed. The recommended administration time is for planning purposes only.

### AIMS 3-8

All schools within the same district or charter should schedule testing on the exact same dates. When that is not possible, then all grades within the same district or charter must schedule testing on the exact same dates. All students within a grade within the same school should test on the same content area at approximately the same time.

Due to popular demand, AIMS Science in Grades 4 and 8 will now be administered on Day 1 with AIMS Writing in Grades 5, 6, and 7.

- **Days 1, 2, 3, and 4 are distinct and separate dates.**
- **Day 1 – Writing – Grades 5, 6, and 7**  
**Day 1 – Science – Grades 4 and 8**  
Day 1 must be scheduled on April 11 or 12
- **Days 2, 3, & 4 – Reading & Mathematics – Grades 3-8**  
Day 2 must be scheduled after Day 1. Days 2, 3, and 4 must be scheduled in order but not necessarily on consecutive days. Day 4 must be scheduled no later than April 28.
- **Make-up testing – all content areas – all grades**  
Make-up tests for AIMS 3-8 may be scheduled as needed but must be completed by April 29.

### Stanford 10 – Grade 2

The Stanford 10 – Grade 2 test may be administered in two or three days within the test window of April 11-29. The option of administering the Stanford 10 Grade 2 test over three days is new this year.

### Stanford 10 – Grade 9

The Stanford 10 – Grade 9 test may be administered in one or two days within the test window of April 4-29.

## AIMS SCORE REPORTS

### Delivery Schedule for Fall 2010 Score Reports

- December 9** reports and data files posted to PearsonAccess
- December 15** paper reports due to districts
- February 11** closing date for corrections
- February 11** reports and data files removed from PearsonAccess

### Delivery Schedule for Spring 2011 Score Reports

- April 15** reports and data files for **HS Reading** posted to PearsonAccess
- May 13** reports and data files for **HS Writing** posted to PearsonAccess
- May 13** Confidential Roster Reports for all students for **HS Mathematics** and **HS Science** posted to PearsonAccess
- May 23** paper reports for **HS Writing** and **HS Reading** due to districts
- May 25** reports and data files for **HS Mathematics** and **HS Science** posted to PearsonAccess
- May 25** reports and data files for **3-8 Reading, 3-8 Mathematics, and 4 & 8 Science** posted to PearsonAccess
- May 25** reports and data files for **Stanford 10 (Grades 2 and 9)** posted to PearsonAccess
- TBD\*** reports and data files for **5, 6, 7 Writing** posted to PearsonAccess
- TBD\*\*** paper reports for **HS Mathematics** and **HS Science** due to districts
- TBD\*\*** paper reports for **all AIMS 3-8** testing due to districts
- TBD\*\*** paper reports for **Stanford 10 (Grades 2 and 9)** due to districts

\*The exact date for posting AIMS 5, 6, 7 Writing results to PearsonAccess has yet to be determined. At this time, results are expected to be posted sometime between June 17 and July 6.

\*\*Paper reports for HS Mathematics/HS Science, all of AIMS 3-8, and Stanford 10 (Grade 2 and 9) will be due to districts approximately one week after AIMS 5, 6, 7 Writing results are posted to PearsonAccess. At this time, paper reports are expected to be delivered sometime between June 24 and July 13.

## AIMS SCORE REPORTS (continued)

### District Summary Reports

Beginning with Fall 2010, the District Summary Report is included in the AIMS score report package. The District Summary Report will be posted on PearsonAccess and will be available in PDF only. It will not be included in the paper reports.

For each grade level and content area, this report shows the number and percentage of students in each AIMS performance level for each school within the district, the total for the district, the total for the county, and the total for the state. A sample District Summary Report has been posted to the Test Coordinator Resource page of the Assessment application on the ADE Common Logon.

### Rapid Response Reports

The Rapid Response Reports have been discontinued. Instead, Confidential Roster Reports for **all** students testing on HS Mathematics and HS Science will be made available on the same timeline that was previously used for the Rapid Response Reports for graduating students for HS Mathematics and all students for HS Science.

The Rapid Response Reports served two purposes – to provide HS Mathematic results for graduating students prior to graduation, and to provide HS Science results for all students in time to include in their final science course grade if desired. This change in reporting will still meet the original purpose of the Rapid Response Reports with the added advantages of simplifying the packaging of HS Mathematics answer documents for students graduating early and making HS Mathematics results available for all students prior to the end of the school year.

### CONTACT INFORMATION

#### **ADE – Assessment Section**

1535 W. Jefferson St., Bin 6  
Phoenix, AZ 85007

Phone: 602.542.5031 Fax: 602.542.5467

Assessment Section webpage: [www.azed.gov/standards/](http://www.azed.gov/standards/)

#### **Roberta Alley, Deputy Associate Superintendent**

Phone: 602.364.1164

Email: [Roberta.Alley@azed.gov](mailto:Roberta.Alley@azed.gov)

#### **Irene Hunting, Director of State Test Administration**

Phone: 602.542.5450

Email: [Irene.Hunting@azed.gov](mailto:Irene.Hunting@azed.gov)

#### **Mary Pat Wood, State Test Coordinator**

Phone: 602.542.5345

Email: [MaryPat.Wood@azed.gov](mailto:MaryPat.Wood@azed.gov)

#### **AIMS Help Customer Service Line at Pearson**

Phone: 888.705.9421 (press 1)

Email: [AIMSHelp@support.pearson.com](mailto:AIMSHelp@support.pearson.com)

#### **Pearson Sales**

Rachel Love

Phone: 850.242.9058

Email: [rachel.love@pearson.com](mailto:rachel.love@pearson.com)