

SPRING 2021

AzSCI Field Test Test Coordinator's Manual

GRADES 5, 8, AND 11

Test Coordinator's Name



ARIZONA SCIENCE TEST

AZ00003067

SCIENCE





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General Information

The Spring 2021 AzSCI Field Test is administered to all students in grades 5, 8, and 11 (Cohort 2022) as an online test. The *Spring 2021 AzSCI Field Test Coordinator's Manual Grades 5, 8, and 11* is written specifically for Achievement District Test Coordinators.

The AzSCI Field Tests are standardized exams and must be administered exactly as directed in the *Spring 2021 AzSCI Field Test Administration Directions Grades 5, 8, and 11*. Achievement Testing District Test Coordinators must review the *Spring 2021 AzSCI Field Test Coordinator's Manual Grades 5, 8, and 11* and the *Spring 2021 AzSCI Field Test Administration Directions Grades 5, 8, and 11* well in advance of training School Test Coordinators and Test Administrators and before administering the tests.

Resources for Test Coordinators

District Test Coordinators must be familiar with the content of this manual and the content of the following additional resources:

- *Spring 2021 AzSCI Field Test Administration Directions Grades 5, 8, and 11*
- *Arizona Accommodation Manual* - posted on the ADE website at <http://www.azed.gov/assessment/accessibility/>
- *AzSCI Field Test PearsonAccess^{next} User's Guide*
- *Online TestNav User's Guide*

Electronic copies of these documents are available in the "Resources" section of PearsonAccess^{next} (<https://pearsonaccessnext.com/>). Paper copies of the *Spring 2021 AzSCI Field Test Coordinator's Manual Grades 5, 8, and 11* and the *Spring 2021 AzSCI Field Test Administration Directions Grades 5, 8, and 11* can be requested through the Additional Order window (Monday, March 1, 2021 - Thursday, April 22, 2021).

Responsibilities of the Achievement District Test Coordinator

The Achievement District Test Coordinator is responsible for the correct administration of AzSCI Field testing. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators. However, the Achievement District Test Coordinator assumes ultimate responsibility.

Responsibilities of the Achievement District Test Coordinator include:

Before Testing

- Complete Achievement testing pre-test training.
- Submit to Arizona Department of Education (ADE) a copy of the Assessment Test Coordinator and Security Agreement.
- Add student enrollments in PearsonAccess^{next}.
- Ensure that all appropriate school personnel have access to PearsonAccess^{next} with the correct user role.
- Implement and maintain security procedures within the district/charter and school(s).
- Obtain and locally store signed copies of the *Test Security Agreement* for all staff members who will have access to the online tests or who will handle test materials.
- Schedule testing activities within the district or charter schools.
- Communicate the schedule to Test Administrators.
- Answer questions from Test Administrators, and if necessary, escalate by contacting AzSCI@azed.gov.

Additional Responsibilities for Special Paper Version Tests

- Submit a request for a Special Paper Version (SPV) test to ADE, if necessary. Additional information about submitting this request can be found on Page 8 under "Special Paper Version Accommodations".
- After receiving approval from ADE, indicate the Special Paper Version (SPV) test in the student's profile in PearsonAccess^{next} (PAN), and place an Additional Order for the SPV test. Additional orders may be placed Monday, March 1, 2021 - Thursday, April 22, 2021.

During Testing

- Ensure that test security procedures are followed.
- Ensure that test administration procedures are followed.
- Report any testing irregularities to ADE. Additional information about submitting this request can be found on Page 6 under "Testing Irregularities".
- Monitor test completion using PearsonAccess^{next}.

Additional Responsibilities for Special Paper Version Tests

- Monitor test completion using PearsonAccess^{next} to verify that students with Special Paper Version tests have their responses entered into the TestNav system by the Test Administrator.

After Testing

- Ensure the secure disposal of scratch paper at the school or district.
- Ensure the disposal of the *Spring 2021 AzSCI Field Test Coordinator's Manual Grades 5, 8, and 11* and the *Spring 2021 AzSCI Field Test Administration Directions Grades 5, 8, and 11* for both the district and the schools.
- Report any testing incidents to AzSCI@azed.gov. Always include your district entity number in your email.

Additional Responsibilities for Special Paper Version Tests

- Ensure that all Science responses are transferred into TestNav by the Test Administrator by April 30, 2021.
- Ensure the secure disposal of the *Spring 2021 AzSCI Field Test Administration Directions Grades 5, 8, and 11*.
- Ensure that all Special Paper Version test materials are picked up by UPS no later than May 4, 2021.

Procedures for Test Administration

Students to Be Tested

Students in grades 5, 8, and 11 (Cohort 2022) are expected to participate in the AzSCI Field Test.

Students with significant cognitive disabilities and whose current Individualized Education Program (IEP) designates them as eligible for an alternate assessment, Arizona's Instrument to Measure Standards Alternate (AIMS A), are excluded from AzSCI Field testing. Refer to the guidelines on the Arizona Department of Education's AIMS A Science webpage at <https://www.azed.gov/assessment/aims-a>. All other Arizona public school students in grades 5, 8, and 11 (Cohort 2022) will participate in testing as described below.

Test Administration Schedule

All AzSCI Field Tests are untimed. One of the outcomes from the AzSCI Field Test is to determine the approximate time(s) students will require to complete each section for the AzSCI operational test.

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

The AzSCI Field Test is to be administered during the test window of March 22, 2021 - April 30, 2021, for students in grades 5, 8, and 11 (Cohort 2022). At each grade level, there will be two test sections with a total of 22 questions.

AzSCI Field Test Online Administration	
Test Window: Monday, March 22, 2021–Friday, April 30, 2021 Student responses from Special Paper Version tests must also be entered into TestNav no later than April 30, 2021.	
Grade(s)	Section(s) - Approximate Time
5 and 8 11(Cohort 2022)	2 sections (Section 1 and Section 2) 45-60 minutes each. Section 1 must be completed prior to starting Section 2. When two test sections are scheduled on the same day, there must be a break between sections.

Administering AzSCI Field Tests

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

- A test session must be completed by the end of the regularly scheduled school day.
- Students in Grades 5, 8, and 11 do not have to take Section 1 and Section 2 on the same day. However, students must take Section 1 prior to Section 2.
- When two sections are scheduled on the same day, there must be a significant break between sections.
- AzSCI Field Tests are untimed.
- All student responses from a Special Paper Version test must be entered into the TestNav system by the Test Administrator by April 30, 2021.

Required Test Materials and Tools

Materials required to be provided to Test Administrators by School

- A paper or electronic copy of the *Spring 2021 AzSCI Field Test Administration Directions Grades 5, 8, and 11*.
- Headphones or earbuds for students.

Test Security

All districts and charters administering any AzSCI Field Tests must have an *Assessment Test Coordinator and Security Agreement* on file with ADE.

All school/district/charter personnel who will have access to the AzSCI Field Test materials must sign a *Test Security Agreement*. This includes, but is not limited to, District Test Coordinators, School Test Coordinators, School Test Administrators, Technology Coordinators, District Report Only, School Report Only, School Administrators, and District/Charter Administrators. These signed *Test Security Agreements* are to be maintained at the district/charter as directed on the Assessment Test Coordinator and Security Agreement.

Copies of the *Test Security Agreements* are available to Achievement District Test Coordinators online at the ADE District Test Coordinators webpage at <http://www.azed.gov/assessment/dtc/>.

Achievement District Test Coordinators are responsible for establishing and enforcing test security procedures. These procedures must comply with the Achievement Test Security Agreement, and the State Board of Education Rule regarding test security. Guidance on test security is also included in the *Spring 2021 AzSCI Field Test Administration Directions Grades 5, 8, and 11*.

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

Student 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 TestNav sign in information (username and password) to other authorized TestNav users or to unauthorized individuals;
- giving students the wrong credentials during the sign in process, causing students to sign in and test under another student's information; and
- misusing testing tickets.

Only students may sign in to their online test session. Test Administrators, Proctors, or other staff may not sign in using a student's credentials. However, Test Administrators may assist students with signing in when such assistance is needed.

Test Irregularities

A test irregularity is any event that could potentially impact the integrity of the assessments and the test results before, during, and after test administration. Test irregularities occur on rare occasions and are non-standard situations that may require further action for both online and paper-based testing. A test irregularity may include security violations, cheating, removal or mishandling of testing materials, or improper assistance by adults or students. Additionally, for online testing, a test irregularity 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.

Students are expected to complete any test section on the day it was initiated. In the event of any unforeseen circumstances, the District Test Coordinator should submit a testing incident report to ADE through PearsonAccess^{next} as soon as possible after the incident occurs. Authorization to reopen the test section may be allowed only after ADE review and approval. Test Administrators should not approve students to take more than a single test section at a time.

Follow these steps for any AzSCI test irregularity:

1. Test Administrators should be instructed to report any test irregularity that may arise during testing to the School Test Coordinator immediately. Test Administrators should record the incident and allow the student to continue testing.
2. School Test Coordinators must notify District Test Coordinators of any test irregularities that are reported. Please use the AzSCI Testing Incident Report form located on ADE's District Test Coordinator website (<https://www.azed.gov/assessment/achievement-dtcs>) under AzSCI General Resources.
3. The District Test Coordinator must report the incident within 24 hours by logging into PearsonAccess^{next} and entering a test irregularity in the Student Tests tab, Manage Irregularities task on the student's test attempt as to what happened that caused the test irregularity. Refer to the PearsonAccess^{next} User's Guide for detailed instructions on submitting a test irregularity.
4. ADE will review the request for an irregularity in PearsonAccess^{next}.
5. ADE will email the District Test Coordinator with any initial questions and will add a comment in PearsonAccess^{next} if a test is invalidated.

District Test Coordinators may contact ADE at AzSCI@azed.gov regarding any test irregularity or test security violations as directed in this section. Once the test irregularity is reported in PearsonAccess^{next}, ADE will review it in the system. The District Test Coordinator will be sent an email after ADE completes the review of the test irregularity.

Note: For issues that arise during actual student testing, send an email to AzSCI@azed.gov and indicate in the subject line "Students Testing—Need Help." Mark your email with a "High Importance" flag. Include a phone number so that we can call you if needed. Always include your district entity number in your email. In your email include any error message or code the student or TA is receiving.

Testing Platforms

Pearson’s testing platform includes two systems: PearsonAccess^{next} and TestNav.

PearsonAccess^{next} System

District Test Coordinators will receive their PearsonAccess^{next} login credentials February 3, 2021. District Test Coordinators will use the PearsonAccess^{next} system to:

- Upload and manage other PearsonAccess^{next} users;
- Search for and add student enrollments;
- Set specific test settings and Special Paper Version Test accommodations for students who need them;
- Place orders for Special Paper Version Tests;
- Print testing tickets;
- Monitor test completion rates for online testing and TestNav entry; and
- Report testing irregularities for online testing.

The *AzSCI Field Test PearsonAccess^{next} User’s Guide* provides instructions for these functions.

Users

District Test Coordinators are responsible for maintaining all PearsonAccess^{next} users within their district or charter and assigning appropriate roles to these users. The user’s role determines the level of permissions that the user will have. ADE recommends that all schools have a PearsonAccess^{next} user with the role of School Test Coordinator to assist the District Test Coordinator. All Test Administrators must have a PearsonAccess^{next} user role of Test Administrator, School Teacher, or higher in order to administer the AzSCI Field tests.

A user may have different user roles at different schools. If any school staff members 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 PearsonAccess^{next}.

Students

All students participating in AzSCI Field testing must be registered and enrolled in PearsonAccess^{next} including students that are taking Special Paper Version tests.

ADE will provide Pearson with the student information to upload to PearsonAccess^{next}. Student information will be based on student enrollments in AzEDS as of February 17, 2021.

Extract Date	Date Visible in PearsonAccess ^{next}
February 17, 2021	February 22, 2021

After February 22, 2021 District Test Coordinators are responsible for adding students to PearsonAccess^{next} so that all students who will participate in AzSCI Field tests have an enrollment in PearsonAccess^{next}. School Test Coordinators may help the District Test Coordinator with this task. Refer to the "Managing Students" section of the *Spring 2021 AzSCI Field Test PearsonAccess^{next} User's Guide* for instructions on editing or adding students.

Settings and Accommodations

For information about accommodations and universal test administration conditions, refer to the *Arizona Accommodation Manual* - located on the ADE website at <http://www.azed.gov/assessment/accessibility/>.

PearsonAccess^{next} will be used to set specific online settings and accommodations as well as to indicate non-embedded accommodations. Online test settings and accommodations must be set in PearsonAccess^{next} **prior** to the student testing. Non-embedded accommodations are set in PearsonAccess^{next} **after** testing for students who used these accommodations.

The District Test Coordinator may assign this task to other PearsonAccess^{next} users with the roles of District Test Administrator or School Test Coordinator. Refer to the "Managing Students" section of the *Spring 2021 AzSCI Field Test PearsonAccess^{next} User's Guide* on how to set online test settings and accommodations in PearsonAccess^{next}. Those with Test Coordinators and Test Administrators user roles will be able to change most test settings and accommodations in the Test Administrator Interface as students enter a test session.

Please note the Text to Speech universal tool has tracking and audio capabilities meant for sighted or low vision students. For students with no vision or more complex needs, please contact ADE.

Special Paper Version Tests Accommodations

Special Paper Version test accommodations include Braille, Large Print, and Regular Special Paper Version tests. All accommodations for these tests must be identified in the student's IEP or 504 Plan and must be used on a regular basis in the classroom for the student's daily instruction.

All Special Paper Version requests must be approved by ADE using the following steps:

1. Submit a request for a Special Paper Version (SPV) test for each student using the secure ADE online form.

Requests should be submitted at <http://www.azed.gov/assessment/spv/>. SPV tests may not be available for requests submitted after February 26, 2021.

2. After receiving approval from ADE, indicate the SPV test in the student's record in PearsonAccess^{next}. Refer to the "Managing Students" section of the *Spring 2021 AzSCI Field Test PearsonAccess^{next} User's Guide* for instructions.

All SPV test books for the AzSCI Field Test must be identified in the student's record in PearsonAccess^{next}. Student's who have an SPV test indicated in PearsonAccess^{next} will not have access to the online AzSCI Field Test.

3. Place the SPV order in PearsonAccess^{next} during the Additional Order Window.

All students who test using a Special Paper Version test must have their responses entered into the TestNav system by the Test Administrator. All responses must be entered by the end of the test window.

Additional Order for Special Paper Version Tests

Special Paper Version tests must be ordered during the Additional Order window, March 1, 2021 - April 22, 2021.

Student Identification Information

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

Arrangements Prior to Test Administration

The AzSCI Field Tests are to be administered at Arizona schools. Schools administering AzSCI Field Tests at locations other than school property, such as a public library, hotel meeting room, or conference center, must provide addresses for all such off-site test locations to the Assessment Section of the ADE. AzSCI Field tests cannot be administered outside of the state of Arizona.

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

The Periodic Table of Elements for Grades 8 and 11 is available as an Exhibit within the AzSCI Field Test Online test and is embedded in all Grades 8 and 11 Special Paper Version tests. The Periodic Table of Elements is available on the ADE website and can be downloaded and posted. Copies of the Periodic Table of Elements can remain posted during the Grade 8 and 11 AzSCI Field Test only. **All other visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.**

Test Administrator Training

The Achievement District Test Coordinator is responsible for assigning Test Administrators and, if needed, Proctors for each group of students testing and for each testing room. Test Administrators and Proctors **must** be employees of the school and **must** be trained in the correct test administration and test security procedures. Proctors may also be assigned to assist Test Administrators. All Test Administrators and Proctors must sign a School Year 2020-2021 *Achievement Test Security Agreement*.

The training of Test Administrators and Proctors must include a thorough review of test security procedures; test administration procedures, including the correct use of testing conditions and accommodations; and procedures for handling unexpected or unusual situations. The Test Security Agreement should be reviewed during the training of Test Administrators and Proctors.

Paper or electronic copies of the *Spring 2021 AzSCI Field Test Administration Directions Grades 5, 8, and 11* should be reviewed by each Test Administrator and Proctor at least one day prior to the administration of any AzSCI Field test. Test Administrators and Proctors for AzSCI Field testing are expected to read all of the appropriate *Spring 2021 AzSCI Field Test Administration Directions Grades 5, 8, and 11*. *Spring 2021 AzSCI Field Test Administration Directions Grades 5, 8, and 11* are not secure test materials and may be kept in classrooms or other non-secure locations.

TestNav System

Pearson's comprehensive approach to assessment includes an online test delivery solution. TestNav is the test delivery platform. It is not the test itself. TestNav receives test content and then displays that content in a consistent manner on a wide range of devices (desktops, notebooks, tablets) running a wide range of operating systems and browsers.

TestNav includes the secure student test environment and the Test Administrator Interface. Test Administrators will use TestNav to allow student access to tests. Students will take the AzSCI Field Tests within the secure browser.

TestNav will also be used for entering responses for students who tested using a Special Paper Version of the test.

The District Test Coordinators' responsibilities are outlined in this section from **before** testing to **during** and **after** testing. Remember that only students with an enrollment in PearsonAccess^{next} will be able to participate in AzSCI Field Tests. **It is the District Test Coordinator's responsibility to ensure that all students who will take AzSCI Field Tests are registered in PearsonAccess^{next} prior to testing and that any needed accommodations and test settings have been updated in PearsonAccess^{next} for each student who needs them.** All Test Administrators must have a PearsonAccess^{next} account and must be connected to the same district(s) and school(s) as the students they will be testing.

All Test Administrators and students must be familiar with the testing tools, resources, and platform. AzSCI TestNav Tutorials are available on the AzSCI Portal and should be used ahead of the test window to:

- Familiarize test administrators with the TestNav interface; and
- Teach students how to sign in to the secure browser using testing tickets.

Testing Tickets

Testing tickets must be issued to all students. Testing Tickets contain the information that students will need to sign in to TestNav to test. Please refer to the *Spring 2021 AzSCI Field Test PearsonAccess^{next} User's Guide* for instructions on how to print testing tickets for students. Testing 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.

During Testing

It is the District Test Coordinator's responsibility to ensure that Online Test Administrators are trained to:

- Properly administer the AzSCI Field Test using TestNav;
- Maintain a secure test environment in accordance with AzSCI Field Test policies;
- Report any test irregularities to the School Test Coordinator or District Test Coordinator;
- Understand and use correct procedures for an individual student break in a test session. Students who require a stretch break during testing should sign out of their test in TestNav to keep the test content secure. The test will time out after 45 minutes, so the test session can be left open but students need to return to the test prior to the time expiring. If a test times out, the student's test status changes to **Exited**, and the student's test must be resumed before the student may sign in to TestNav to complete testing. For detailed instructions, refer to the *AzSCI Field Test PearsonAccess^{next} User's Guide*.
- Understand and use correct procedures for an individual student restroom break during a test session. Individual students are allowed to use the restroom. Students must sign out of their test prior to leaving the room. Students must also fill out the classroom sign in/out log for restroom breaks when leaving and returning to the room.
- Ensure that students may not talk or use electronic devices during testing;
- Know correct procedures for students who need additional time to finish their test; and
- Not allow any significant break during a test session.

Monitoring Test Completion

PearsonAccess^{next} will store the test completion data for the online tests. The "Manage Test" section of PearsonAccess^{next} allows you to monitor a student's test progress and set students to begin a specific test section. The **Manage Sections** screen may be used to manage the entire session, individual student tests, and student responses entered by an adult. For detailed instructions, refer to the *AzSCI Field Test PearsonAccess^{next} User's Guide*. School and district users can generate customized participation reports showing the number of students who have completed the AzSCI Field 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.

Test Administrators must provide students using the Special Paper Version test of the AzSCI Field Test with sufficient time to complete the paper test and sufficient time for the Test Administrator to enter the student responses into the TestNav system by the close of the test window.

Transferring Student Responses to the TestNav System

All responses for students using a Special Paper Version test of the AzSCI Field Test must be transcribed into the TestNav system. The responses must be entered by the Test Administrator who has completed the Test Administrator training and signed an *Achievement Test Security Agreement*.

The Test Administrator should use the online test in the TestNav system to answer questions from the student about the directions that are included in the test. However, the Test Administrator must not read or interpret any test questions for the student.

Responses in the Special Paper Version tests that have not been transferred into the TestNav system will not be scored.

After Testing

Collect all test materials, Special Paper Version test books, scratch paper, and test tickets from Test Administrators. All Special Paper Version test books must be collected and accounted for before returning to Pearson.

Securely Destroy Locally

All used scratch paper and any student responses that were produced electronically must be securely destroyed either at the district or school.

Discard Locally

Spring 2021 AzSCI Field Test Coordinator's Manual Grades 5, 8, and 11 and Spring 2021 AzSCI Field Test Administration Directions Grades 5, 8, and 11 can be discarded locally either at the district or school.

Return Special Paper Version Tests to Pearson, Inc.

Return all Special Paper Version test materials. Tests can be returned as soon as all students in the district have completed testing and all student responses have been entered into the TestNav system. However, all Special Paper Version tests must be returned no later than **May 4, 2021**.

Boxing Nonscorable Special Paper Version Test Books

- Verify that all student responses from Special Paper Version tests have been entered into TestNav.
- Place Special Paper Version tests in the box that materials were originally shipped in. Multiple schools in the same district can be boxed together.
- Place one green "Nonscorable" label on the top of each box that contains Special Paper Version tests.
- Cover or remove the original UPS labels with your District information.**
- Fill any empty spaces in the nonscorable boxes with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts."
- Seal the boxes.
- Affix a **GREEN** nonscorable return label to the top of each box of nonscorable test materials. Be certain to write in the District Name and District Entity number. The School Name and School Entity number can be left blank.

P-#### S-####	
DISTRICT _____	DIST #: _____
	DIST: BOX _____ OF _____
SCHOOL: _____	SCH#: _____
SCH: BOX _____ OF _____	
AzSCI SP21 Field Test Nonscorable	
PEARSON 7405 IRISH DR. SW CEDAR RAPIDS, IA 52404	
AzSCI SP21 Field Test Nonscorable Material 788-444-004	

Green Return Label for AzSCI FT Nonscorable Materials

- Number the nonscorable boxes.
Mark the "DIST: BOX____OF____" section of the green nonscorable return labels in one continuous numbering sequence for the entire set of district or charter boxes. "SCH: BOX __ OF __" section of the green nonscorable return labels can be left blank.
- All boxes will be returned by UPS. Affix a nonscorable UPS shipping label to Pearson to the top of each box next to the green nonscorable label.
- Contact UPS to make arrangements to have AzSCI Field Test boxes out of building by May 4, 2021. Keep a list of the tracking numbers for all boxes being returned to Pearson.



UPS Label with Nonscorable Label Affixed to Box

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

UPS Ground Shipping Service

Contact UPS Ground at the phone number on the UPS shipping label to arrange for pickup of your boxes.



UPS Shipping Label

Follow the instructions below when contacting UPS Ground to return your AzSCI Field Test nonscorable test materials.

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

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

- A **GREEN** return label has been completed and affixed to the top of each box containing AzSCI Field Test **nonscorable** materials.
- A UPS **nonscorable** shipping label to Pearson has been affixed to each box of nonscorable materials.
- Verify the original shipping labels to your charter are removed or covered.
- Verify the total number of boxes with the **green** return labels. Have this number ready for the driver.



AzSCI Field Test Green Nonscorable Label and UPS Nonscorable Label Affixed to Box

Contact Information

Questions regarding the **administration** of the AzSCI Field Test should be directed to:

Email: AzSCI@azed.gov

Please include your district entity number in your email.

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



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