

## District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Spring 2022 AASA Grades 3-8 ELA and Math online, paper based, and Special Paper Version test administration.

**PearsonAccess<sup>next</sup> (PAN) will open for the AASA test administration on November 17, 2021.**

AASA - Before Test Administration		Dates	Resource
<input type="checkbox"/>	<b>Technology Ready</b> - Download the TestNav application on all devices to be used by students for the AASA Grades 3-8 ELA and Math test administration. <a href="http://download.testnav.com">http://download.testnav.com</a>	Ongoing	
<input type="checkbox"/>	<b>Pearson Technology Office Hours</b> – Available in 15 min., 30 min., or 60 min. sessions for district or school technology personnel responsible for setting up testing devices for online testing. Office hours registration begins December 13, 2021. <b>Link to register:</b> <a href="https://calendly.com/az-field-services-engineering">https://calendly.com/az-field-services-engineering</a>	1/3/22 – 1/28/22	
<input type="checkbox"/>	<b>District Test Coordinator (DTC) Trainings</b> – Trainings will be available in Winter 2021-2022 and should be completed before tests are administered. <i>Note: DTCs must assure that all Test Administrators (TAs) have received the TA training prior to administering any test session.</i>	Winter 2021 - 2022	
<input type="checkbox"/>	<b>Special Paper Version (SPV) Test Requests</b> – SPV test accommodations include Braille, Large Print, and Regular Print SPV tests. All SPV test requests must be submitted to ADE for approval using the secure ADE online form: <a href="https://www.azed.gov/assessment/spv2022">https://www.azed.gov/assessment/spv2022</a> . <i>Note: Please submit SPV test requests as soon as possible within this window. SPV tests may not be available for requests submitted after February 25, 2022 for the AASA Grades 3-8 ELA and Math assessments. Contact ADE at <a href="mailto:AASA@azed.gov">AASA@azed.gov</a> if a student has an injury or illness after February 25, 2022 that necessitates a paper test.</i>	8/30/21- 2/25/22	<a href="#">SPV Test Process Quick Guide</a>
<input type="checkbox"/>	<b>Verify Contact Information and Shipping Address in PearsonAccess<sup>next</sup> (PAN)</b> – All changes or corrections must be made by notifying ADE at <a href="mailto:AASA@azed.gov">AASA@azed.gov</a> no later than February 14, 2022. <i>Note: If you have multiple districts, you must verify each district separately.</i>	11/17/21- 2/14/22	PAN User's Guide
<input type="checkbox"/>	<b>Create User Accounts in PAN</b> – District Test Coordinators and/or School Test Coordinators may create user accounts for School Test Coordinators, School Test Administrators, and/or Technology Coordinators. User accounts can be added manually or through an import file. <i>Note: Users currently in PAN for AZELLA or AzSCI must also have an account created for AASA.</i>	Ongoing beginning 11/17/21	PAN User's Guide
<input type="checkbox"/>	<b>Participation Count Window</b> - District Test Coordinators will enter participation counts for AASA Grades 3-8.	1/10/22 – 1/21/22	PAN User's Guide
<input type="checkbox"/>	<b>Revise Student Enrollments in ADE's AzEDS as Needed</b> – The last day to revise enrollments in AzEDS is <b>January 28, 2022</b> . ADE will extract all student information from AzEDS for students enrolled in Grades 3-8.	1/28/21	

AASA - Before Test Administration (continued)		Dates	Resource
<input type="checkbox"/>	<p><b>Review Students in PAN</b> – Log into PAN to view students associated with your district/schools from the ADE upload of students. Students uploaded will automatically be registered and assigned a test.</p> <p><i>Note: BIE or private school students will not be loaded into PAN as part of the state upload of students.</i></p>	2/7/22	PAN User's Guide
<input type="checkbox"/>	<p><b>Add New Students in PAN</b> – Students who are not included in the ADE upload of students to PAN will need to be added either manually or through an import file. Students added manually must be registered and assigned a test.</p> <p><b>Paper-Based Testing (PBT) Schools:</b> Add new students in PAN no later than February 18, 2022 to receive Pre-ID labels.</p>	2/8/22- Prior to testing  <b>PBT Schools:</b> 2/8/22 – 2/18/22 (to receive Pre-ID labels)	PAN User's Guide
<input type="checkbox"/>	<p><b>Create Testing Groups (Optional)</b> – The Testing Groups function may be used to group students by classroom or testing days.</p>	2/8/22- Prior to testing	PAN User's Guide
<input type="checkbox"/>	<p><b>Submit Work Requests in PAN as Needed</b> – A work request must be submitted for any students who need to be added in PAN but are already associated with another school or district. A work request will request that the student be transferred from one school/district to another school/district in PAN. The DTC from the releasing district will receive an email notifying them of the request.</p>	2/8/22- Prior to testing	PAN User's Guide
<input type="checkbox"/>	<p><b>SPV Test Sessions in PAN (ADE)</b> – ADE will move students approved for SPV tests into SPV test sessions and will also indicate the SPV accommodation in the student's profile in PAN. ADE will email the DTC after all steps have been completed in PAN in preparation for the school to administer the SPV test.</p> <p><i>Note: ADE will begin this task for SPV tests on 2/8/22.</i></p>	2/8/22- Prior to testing	PAN User's Guide
<input type="checkbox"/>	<p><b>Receive and Inventory Initial Materials Shipments</b></p> <p><b>Computer-Based Testing (CBT) Schools:</b> Initial shipment includes Test Coordinator's Manuals (TCMs) and Test Administration Directions (TADs)</p> <p><b>Paper-Based Testing (PBT) Schools:</b> Initial shipment includes test booklets, TCMs, TADs, Pre-ID labels, and return shipment materials.</p> <ul style="list-style-type: none"> <li>Boxes that PBT materials are shipped in must be saved to use for returning test booklets to Pearson after testing.</li> </ul>	3/21/22 – 3/24/22	Test Coordinator's Manual
<input type="checkbox"/>	<p><b>Additional Order Window</b> – Place Additional Order for materials if needed. <b>All Additional Orders will be reviewed for approval by ADE.</b></p> <ul style="list-style-type: none"> <li>ADE will place an order for any approved SPV tests as well as the nonscorable labels and UPS shipping labels needed for returning SPV tests to Pearson.</li> <li>Boxes that SPV test booklets are shipped in must be saved to use for returning the test booklets to Pearson after testing.</li> </ul> <p><b>PBT Schools:</b> If there is not a sufficient number of test booklets in the initial shipment of materials, an Additional Order may be placed.</p> <p><b>CBT and PBT Schools:</b> A <b>limited</b> number of paper copies of the Test Coordinator's Manual (TCM) and Test Administration Directions (TAD) may be ordered during the Additional Order window. TCMs and TADs will be available electronically in PAN and on the ADE website.</p>	<p><b>Order Window for PBT Test Materials:</b> 3/25/22- 4/6/22</p> <p><b>Order Window for CBT SPV Test Materials:</b> 3/25/22- 4/22/22</p> <p><b>Order Window for Return Materials:</b> 3/25/22- 4/29/22</p>	PAN User's Guide

AASA - Before Test Administration (continued)		Dates	Resource
<input type="checkbox"/>	<b>Prepare for Testing</b> – Review directions for accessing the session resources and related activities. Related activities and session resources to prepare a test session for computer-based testing include scheduled sessions, session student roster, and testing tickets. These activities must be started several days prior to testing.	Several days prior to testing	PAN User's Guide
<input type="checkbox"/>	<b>Testing Tickets</b> – Print Testing Tickets for each student. Testing tickets contain student information and should be treated as secure test materials.	Several days prior to testing	PAN User's Guide
<input type="checkbox"/>	<b>CBT Schools: Prepare Test Session(s) in PAN</b> – This task should be done prior to the first day of testing and can take time to complete, depending on how many students are in the session.  <b>PBT Schools: Prepare for Testing</b> – Verify information on the student's Pre-ID label. Apply Pre-ID labels onto the test books prior to testing.	Several days prior to testing	PAN User's Guide
AASA - Test Administration		Dates	Resource
<input type="checkbox"/>	<b>AASA Grades 3-8 ELA Writing Test Window</b> – online administration.  <i>Note: All student responses from SPV tests must be entered into the TestNav system within this same window.</i>	4/4/22- 4/15/22	
<input type="checkbox"/>	<b>AASA Grades 3-8 ELA (Reading and Oral Reading Fluency) and Math Test Window</b> – online administration. Only Grade 3 students will take the ELA Oral Reading Fluency test unit.  <i>Note: All student responses from SPV tests must be entered into the TestNav system within this same window.</i>	4/4/22- 4/29/22	
<input type="checkbox"/>	<b>AASA Grades 3-8 ELA (Reading and Oral Reading Fluency) and Math Test Window</b> – paper-based administration. Only Grade 3 students will take the ELA Oral Reading Fluency test unit. ELA Writing should be scheduled for April 4 or 5, 2022.  <i>Note: All student responses from SPV tests must be entered into the TestNav system within this same window.</i>	4/4/22- 4/13/22	
<input type="checkbox"/>	<b>CBT Schools: Start and Unlock Test Session</b> – On testing day, a test session must be started and unlocked for students present for testing. This must be completed by Test Administrators before students can log in to TestNav.	Day of Testing	PAN User's Guide
<input type="checkbox"/>	<b>Manage Test Units</b> – Test Administrators may monitor a student's test progress in PAN.	4/4/22- 4/29/22	PAN User's Guide
AASA - After Test Administration		Dates	Resource
<input type="checkbox"/>	<b>Return PBT and SPV Materials to Pearson</b> -- Collect all PBT and SPV test booklets from Test Administrators. Follow the packing and return shipment instructions for each in the Test Coordinator's Manual.  <b>PBT Schools:</b> If return shipment of materials, including paper test booklets and SPV tests, is not picked up by UPS by <b>April 14, 2022</b> , contact ADE at <a href="mailto:AASA@azed.gov">AASA@azed.gov</a> .  <b>CBT Schools:</b> If return shipment of SPV materials is not picked up by UPS by <b>May 2, 2022</b> , contact ADE at <a href="mailto:AASA@azed.gov">AASA@azed.gov</a> .  <b>All PBT test booklets must be returned as scorable materials.</b> <b>All SPV test booklets must be returned as nonscorable materials.</b>	<b>PBT:</b> 4/11/22- 4/14/22  <b>CBT SPV:</b> 4/11/22- 5/2/22	Test Coordinator's Manual

AASA - After Test Administration (continued)		Dates	Resource
<input type="checkbox"/>	<b>Other Testing Materials</b> - Securely destroy Testing Tickets and student scratch paper. Test Coordinator's Manuals and Test Administration Directions for the AASA Grades 3-8 ELA and Math are not considered secure test materials and may be disposed of locally.	After testing	Test Coordinator's Manual
<input type="checkbox"/>	<b>Score Reports (Electronic)</b> – AASA Grade 3 ELA (with the Move On When Reading result) and Math electronic score reports and Student Data Files will be available to view, download, and print in PAN.	5/14/22	PAN User's Guide
<input type="checkbox"/>	<b>Score Reports (Electronic)</b> – AASA Grades 4-8 ELA and Math electronic score reports and Student Data Files will be available to view, download, and print in PAN.	5/25/22	PAN User's Guide
<input type="checkbox"/>	<b>Score Reports (Paper)</b> – Paper copies of student score reports will be delivered to districts and charters.	6/15/22	

Spring 2022 AASA Resources	
<p><b>Resources for completing all AASA Grades 3-8 ELA and Math tasks will be posted in PearsonAccess<sup>next</sup>:</b>  <a href="https://az.pearsonaccessnext.com">https://az.pearsonaccessnext.com</a></p> <ul style="list-style-type: none"> <li>• PearsonAccess<sup>next</sup> User's Guide</li> <li>• PearsonAccess<sup>next</sup> Quick Guides</li> <li>• TestNav Online User Guide</li> <li>• AASA Grades 3-8 ELA and Math Test Coordinator's Manual (TCM)</li> <li>• AASA Grades 3-8 ELA and Math Test Administration Directions (TAD)</li> </ul> <p>Resources will also be posted on ADE's District Test Coordinator webpage as they become available.</p> <p><b>ADE Websites and Resources:</b></p> <ul style="list-style-type: none"> <li>• District Test Coordinator's webpage: <a href="https://www.azed.gov/assessment/achievement-dtcs">https://www.azed.gov/assessment/achievement-dtcs</a></li> <li>• AASA webpage: <a href="https://www.azed.gov/assessment/aasa">https://www.azed.gov/assessment/aasa</a></li> <li>• <a href="#">SPV Test Request Process Quick Guide</a></li> </ul>	
Contact Information	
<p><b>Contact ADE</b> at <a href="mailto:AASA@azed.gov">AASA@azed.gov</a>.</p> <p><b>Contact Pearson:</b> Visit PearsonAccess<sup>next</sup> at <a href="https://az.pearsonaccessnext.com">https://az.pearsonaccessnext.com</a> and click on the "Contact Arizona Support" link.</p>	