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Grade 3 Testing for the AASA Operational Spring 2022 Test Administration

Manually Creating New Students

When manually creating a new student, the following three tasks (tabs) must be completed for each student.

> Task 1– Create Student
> Task 2– Register Student
> Task 3– Test Assignment

Task 1 – Create Student

1. Go to the **SETUP** section, from the **Select an action** drop-down menu, select **Students**.

2. From the **Start** drop-down menu, select **All Tasks.**

3. On the **Tasks for Students** screen and at the **Create/Edit Students** tab, fill in the **New Student** details. Select **Create**. You will receive a green **Success Changes saved** screen.

   Note: **Check** the **Not Enrolled** box only if the student is not currently enrolled at the school where the test is administered. This check box is very rarely selected. Check with your District Test Coordinator before selecting the **Not Enrolled** check box. District Test Coordinators should contact ADE for questions about selecting the **Not Enrolled** check box.
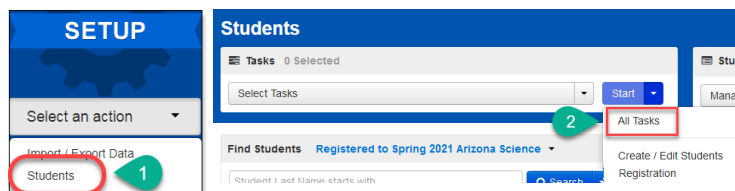
PearsonAccess ^{next}

4. Select the **Register Students** tab on the task bar. Under **STUDENTS,** select the student's name.

5. Under the details, place a **check mark** in the box next to **Registered** to activate the form.

6. Complete the form with the student's **Grade** and **Registration Type**. Select **Save**. You will receive a green **Success Changes saved** screen.

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Task 3 – Test Assignment

7. Select the **Manage Student Tests** tab on the task bar.

8. In the **TEST DETAILS** section, under **Student***, select the student's name from the drop-down menu.

9. Under **Test***, select the appropriate test from the drop-down menu. To assign a Special Paper Version (SPV) test, the student must have been approved for an SPV test by ADE.

10. Under **Organization***, select the appropriate school for the student.

11. Optional: **Testing Group** field. This field may be left blank. If you have not created groups, this will not be an option available in the drop-down menu.

12. Under **Format***, select **Online** for either the regular tests or the SPV tests.

13. Place a check mark in the **Text-to-Speech** box. This is a mandatory field. An error message will display if the check box is not marked.

14. For an <u>online</u> test, under **Non-Embedded Accommodations**, place a **check mark** in the box for any accommodations required by the student's IEP/504 Plan. Click **Create**.

15. When finished selecting accommodations, go to the **Student Tests** to select the student's test.

16. For **Visual Assistance Tools**, place a **check mark** in the box for any accommodations required by the student's IEP/504 Plan. Click **Save**.

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Adding Students to a Test Session

To add students to an existing test session in PearsonAccess^{next}:

1. Go to **TESTING,** select **Sessions.**

2. Search for the test session that was created under **Find Sessions**. Click **Search**.

3. Place a **check mark** next to the test session for the correct school.

4. Go to **Start**, select **All Tasks**.

5. On the **Tasks for Sessions** screen, select the **Add/Remove Students in Sessions** tab.

6. On the left side of the screen, select the session name from the **SESSIONS** list.

7. Under the **DETAILS** section, select the **Find by name** field to select students to add to the session.

8. Place a **check** in the box next to each selected student.

9. Select **Save**.

Changing a Student's Oral Reading Fluency (ORF) Test from Phone to TestNav

Adding paper-based students through a file import will register the students to a telephone ORF test. Grade 3 students in paper-based schools can opt to complete the ORF portion of the test online in TestNav. These students' test assignments will need to be updated to an online format in PAN and added to a test session before testing.

Note: All grade 3 students, including those enrolled in a paper-based school, who are registered to take a Special Paper Version (SPV) of the AASA test will complete the ORF in TestNav.

To update a student's ORF test assignment in PearsonAccessnext:

1. Go to **SETUP**, select **Students**.

2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.

3. Place a **check** in the box next to the student's name(s) that need(s) to be updated.

4. From the **Start** drop-down menu, select **All Tasks**.

5. Select the **Manage Student Tests** tab on the black task bar across the top.

6. On the left side under **STUDENT TESTS**, select the **AASA Grade 03 ELA Oral Reading** test that is identified under the student's name.

7. Test Details will auto-populate for the student, underline uncheck the **Assigned** box. Select **Save**.

8. The student's test assignment has been removed.

9. To add a new test assignment, remain on the **Manage Student Tests** tab, under **Student*,** select the student's name.

10. Select **Organization***. Select the correct school.

11. Select **Test*.** Select the AASA Grade 03 ELA Oral Reading test.

12. **Testing Group** is an optional field and can be left blank.

13. Select **Format*.** Select **Online.**

14. Place a checkmark in the **Text-To-Speech** box.

15. Select **Create.**

16. This student must now be added to a test session. Please see page 5 for instructions.

Assigning a Grade 3 PBT Student to an Oral Reading Fluency (ORF) Session for TestNav

1. Go to **SETUP**, select **Students**.

2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.

3. Place a **check** in the box next to the student's name(s) that need(s) to be updated.

4. From the **Start** drop-down menu, select **All Tasks**.

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5. Select the **Manage Student Tests** tab on the black task bar across the top.

6. On the left side under **STUDENT TESTS**, select the **AASA Grade 03 ELA Oral Reading** test that is identified under the student's name.

7. On the **Format*** drop-down menu, change the format from Alternate to Online.

8. Check the Text-to-Speech box under the **Format*** drop-down menu.

9. Click **Save.**

10. Click **Exit Tasks.**

11. Go to **Testing,** select **Sessions.**

12. From the **Start** drop-down menu, select **All Tasks**.

13. Complete the New Session Details page by entering the Session Name, Test Assigned, Scheduled Start Date, and Form Group Type.

    NOTE: Please be sure to select **ELA Oral Reading Form Phone to Online** in the Form Group Type drop-down menu.

14. Scroll down to the bottom of the page and click the drop-down box under **Students**. Students who have been registered for the online ORF form will appear here and can be added to the session at this time.

15. Click Save.

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Locating a Student's Lithocode in PAN

A student's lithocode is an eight-digit number used to complete the ORF portion of the AASA test over the phone. The lithocode can be located on the student's ELA Pre-ID label as well as in PearsonAccess[Next]. If the student does not have a Pre-ID label, you may find the lithocode in PearsonAccess[Next] by following these instructions or by downloading a Student Registration Export file from the Import/Export page in PearsonAccess[Next].

If you have a student which has transferred from a computer-based school, please follow the instructions on page 13 of this Quick Guide to assign a paper-based test. There will be no lithocode available in PAN until the paper format test has been assigned.

1. Go to **Setup**, select **Students**.

2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.
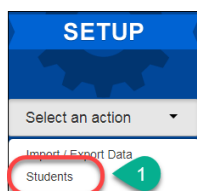
3. Place a **check** in the box next to the student's name(s) that need(s) to be updated.

4. From the **Start** drop-down menu, select **All Tasks**.
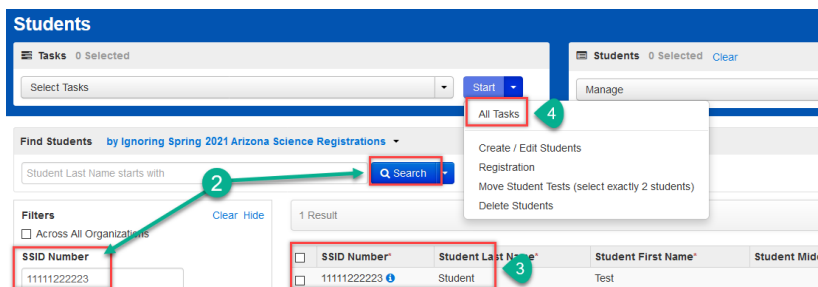
5. Select the **Manage Student Tests** tab on the black task bar across the top.

6. Click on the blue arrow to the left of the test name to expand the battery test name and view the test details for each unit of the test.

7. Click on the **AASA Grade 03 ELA Oral Reading** Test Unit.

8. Find the Lithocode (TIN) on the Test Details screen. This number will be entered using the telephone keypad for the AASA Grade 03 ELA Oral Reading test.
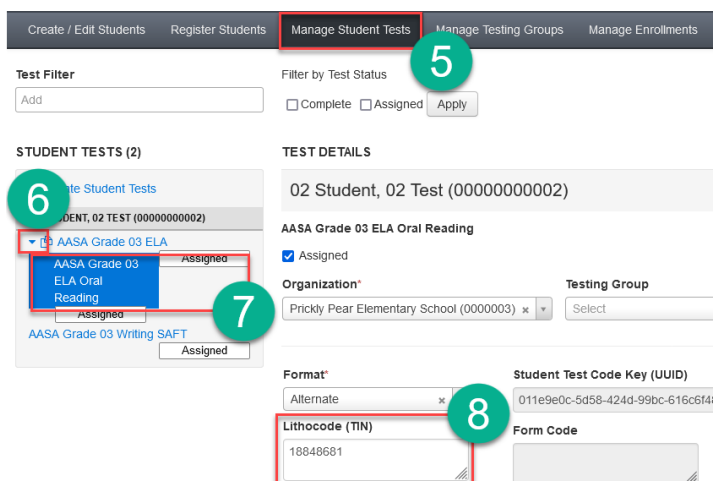
Requesting a New Lithocode with Support Requests

Note: A lithocode may only be used once. If the student's telephone speaking test is interrupted or aborted before it has been completed, a new lithocode must be obtained before another attempt can be made. You do NOT need to request a new lithocode from ADE. Requesting a new lithocode is not a test irregularity. Before requesting a new lithocode be sure to try the lithocode again to verify if it is still a valid lithocode to use or not.

1. Go to the **Support** section and select **Support Requests** from the drop-down menu.

2. On the Support Requests screen, select All Tasks from the Start drop-down menu.

3. On the Tasks for Support Requests screen, at the Create/Edit Students tab, fill in the New Request details.

4. Click the Create button.

5. Your request will now be listed on the Support Requests page in a "Submitted" status.

6. You will receive an email as confirmation of your submission containing the status of your request and the Question/Concern and Comments you entered into PearsonAccess^next.

7. Once your lithocode request has been completed, you will receive an email detailing the resolution.

Work Requests

When a student transfers into your district or within schools in your district and the student requires an AASA and/or AzSCI test, the Achievement District Test Coordinator may submit a **Work Request** in PearsonAccess^next to have the student transferred from the releasing school to the new school. This work request will be sent to the releasing school for approval. If this work request is for transfers within your own district, the DTC will create the work request and then approve the work request.

The following is the information you will need to submit a student transfer **Work Request:**

- SSID
- Last name
- First name
- Middle initial - optional
- Date of birth
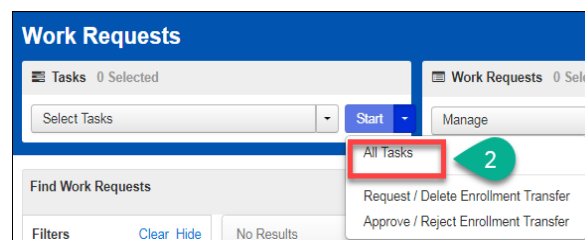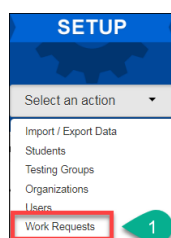
To submit a work request for a new student who transferred into the district:

1. Go to **Setup**, select **Work Requests**.

2. Go to Start, select All Tasks.

3. From the Tasks for Work Requests screen, select the Request/Delete Enrollment Transfer tab.

4. Complete the information on the New Enrollment Transfer.

5. Select Search.

6. You should receive a green message bar showing Student Found. Enter the new organization below.

7. Change Enrollment From – will indicate the school that the student is currently listed in PAN.

8. Complete **Change Enrollment To –** select the school name (not district) where the student needs to be transferred to.

9. Click **Send Request**.

12
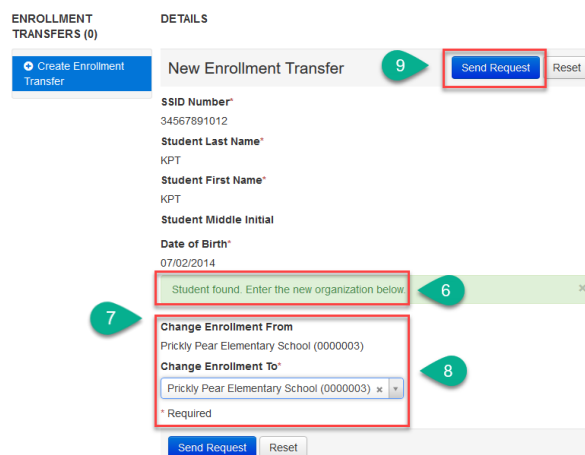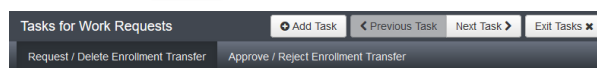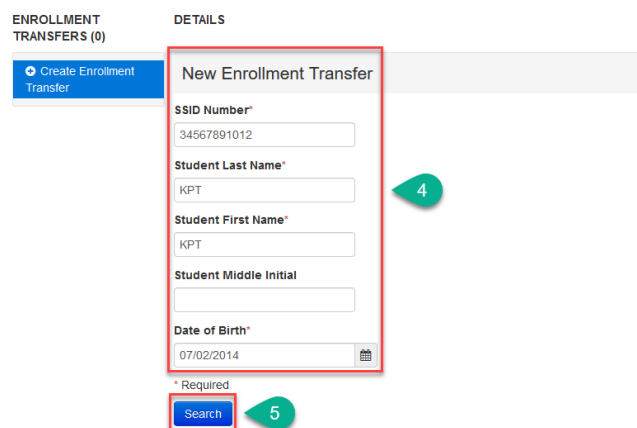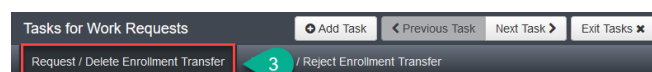
10. A green **Success Changes saved** confirmation message will appear. An email will be sent to the releasing district.

11. Select the **Exit Tasks** button.

12. To confirm or view requests that are pending approval, use the filter status Waiting for Approval.

13. The Achievement District Test Coordinator from the releasing district will receive an email notifying them of the work request.
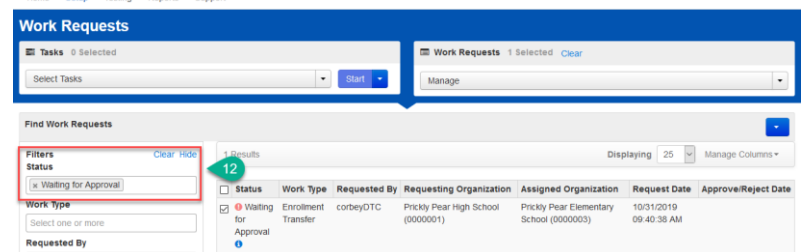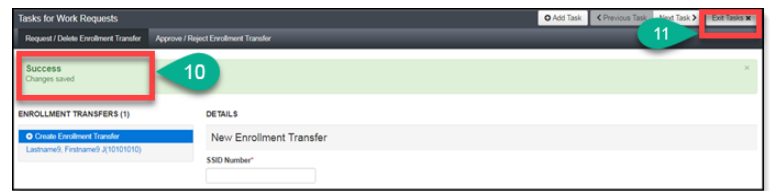
The releasing district will have a red bell on the black task bar indicating that a Transfer Request requires action:
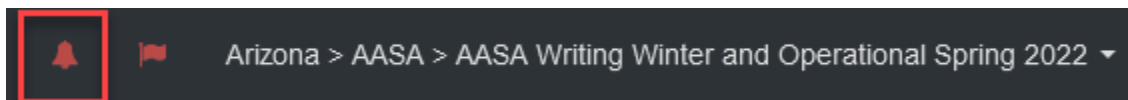
14. If the student is transferring schools within the same district, the Achievement District Test Coordinator must create a New Enrollment Transfer and must also approve the transfer from the releasing school.

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Moving a Student into an Active Session from a Transfer Session

1. If the student already had a complete registration and was in a Test Session at the assigned school, then the student was automatically placed in a **Transfer** session as a **holding place** at the new organization. The student **must be moved** into an active test session.

2. To move the student from the TRANSFER session into an active test session, start in the **Testing** section and select **Sessions** from the **Select an Action** drop-down menu.

3. Click on the **Find Sessions Search** button and check the **Show all results** box.

4. Check the box next to the 2 Sessions (**TRANSFER** session **and** the session the student is moving into).

5. Click on the **Go to Students in Session** link near the top of the page.

6. Click on the **TRANSFER** session in the **Session List**.

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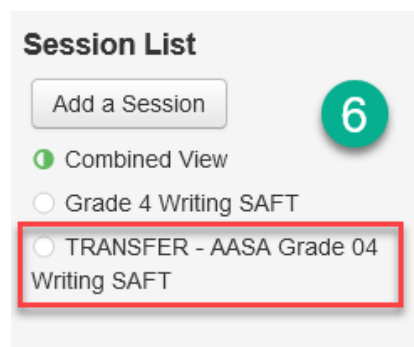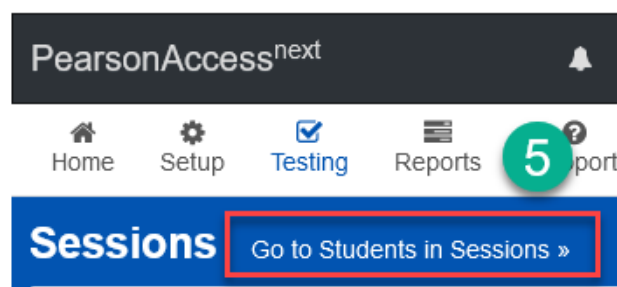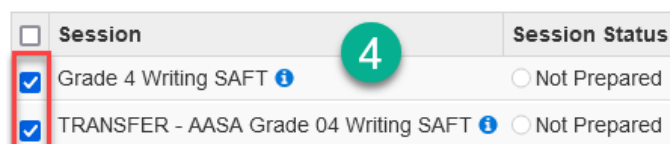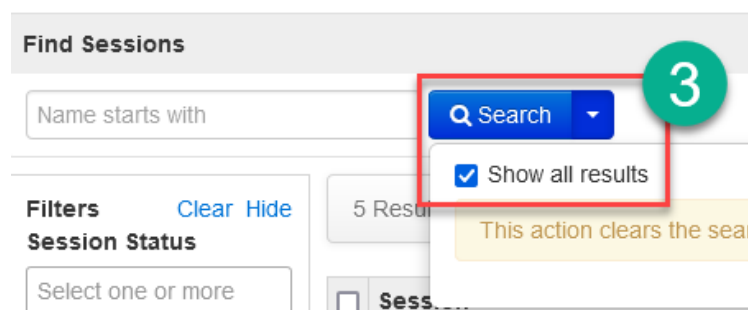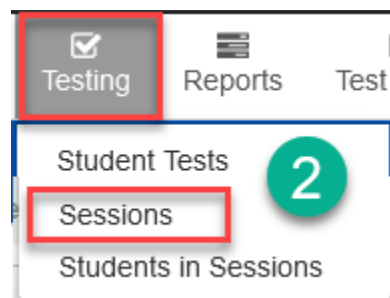
7. Check the box next to the student's name in the lower center of the screen.

	SSID Number	Last Name	First Name	Middle Name
☑	00000000011 ⓘ TTS	11 Student	11 Test	⑦

8. Select **Students** from the **Start** drop-down menu.

9. Select the **Move Students Between Sessions** tab on the black bar.

10. Place a **check** in the box for the Session that you are moving the student into.

11. Click on the **Move** button.

Start ▾ Manage

⑧
All Tasks
Student Test Statuses
Students
Student Tests
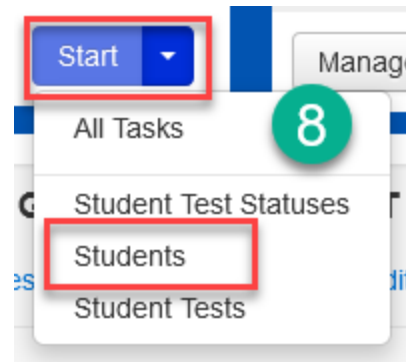
Tasks for Students in Sessions ⊕ Add Task | ❮ Previous Task | Next Task ❯ | Exit Tasks ✖

Add Students to Sessions | Remove Students from Sessions | **Move Students between Sessions**

Move Students between Sessions ⑨

⑪ Move | Reset

Tests
AASA Grade 04 Writing SAFT ▾

Sessions
✕ Grade 4 Writing SAFT
✕ TRANSFER - AASA Grade 04 Writing SAFT

Create Session

	Prickly Pear Elementary School (0000003)	
Student	☐ ◯ **TRANSFER - AASA Grade 04 Writing SAFT**	☐ ◯ **Grade 4 Writing SAFT**
11 Student, 11 Test (00000000011) ⓘ TRANSFER - AASA Grade 04 Writing SAFT, AASA Grade 04 Writing SAFT	☑	⑩ ☐

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12. When all steps are complete, the transfer student is ready for testing.

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Student Transfers for the AASA Operational Spring 2022 Test Administration

Transferring a Student from a Computer-Based School to a Paper-Based School

Once the Work Request has been approved to transfer a student to your paper-based school from a computer-based school, you will need to assign a new, paper-based, test to the student.

1. Go to **Setup**, select **Students**.

2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.

3. Place a **check** in the box next to the student's name(s) whose test(s) need(s) to be reassigned.

4. From the **Start** drop-down menu, select **All Tasks**.

5. Select the **Manage Student Tests** tab on the black task bar across the top.

6. On the left side under **STUDENT TESTS**, select the assigned test that is identified under the student's name.

7. Test Details will auto-populate for the student, <u>uncheck</u> the **Assigned** box. Select **Save**.

8. The student's test assignment has been removed.

9. To add a new test assignment, remain on the **Manage Student Tests** tab, under **Student*,** select the student's name.

10. Select **Organization***. Select the correct school.

11. Select **Test*.** Select the appropriate test.
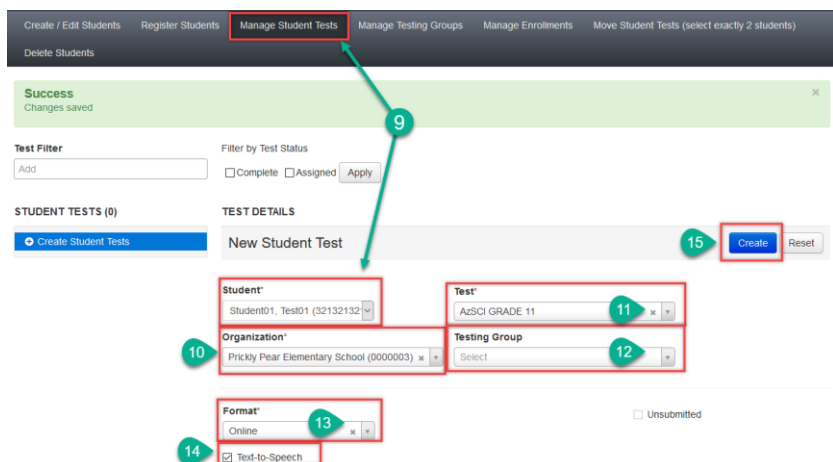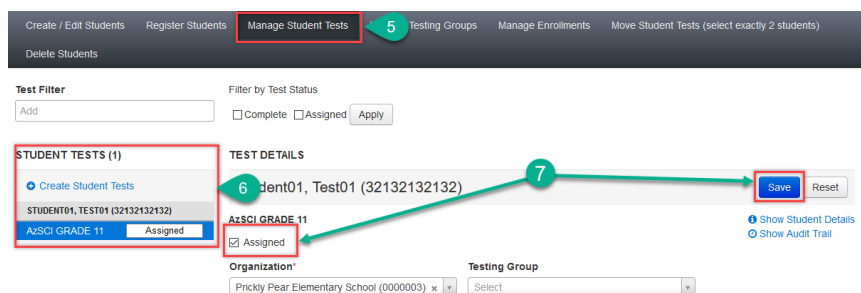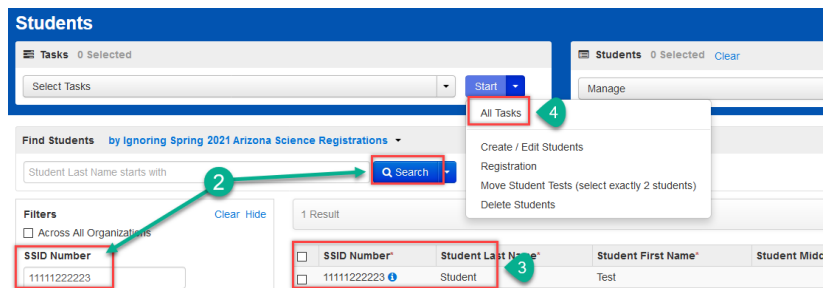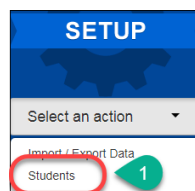
12. **Testing Group** is an optional field and can be left blank.

13. Select **Format***. Select **Paper.**

14. Place a checkmark in the **Text-To-Speech** box.

15. Select **Create.**

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Transferring a Student from a Paper-Based School to a Computer-Based School

Once the Work Request has been approved to transfer a student to your computer-based school from a paper-based school, you will need to assign a new, online, test to the student.

1. Go to **Setup**, select **Students**.

2. Search for an individual student by entering either their name or SSID and select **Search** or select **Show All Results**.

3. Place a **check** in the box next to the student's name(s) whose test(s) need(s) to be reassigned.

4. From the **Start** drop-down menu, select **All Tasks**.

5. Select the **Manage Student Tests** tab on the black task bar across the top.

6. On the left side under **STUDENT TESTS**, select the assigned test that is identified under the student's name.

7. Test Details will auto-populate for the student, underline uncheck the **Assigned** box. Select **Save**.

8. The student's test assignment has been removed.

9. To add a new test assignment, remain on the **Manage Student Tests** tab, under **Student*,** select the student's name.

10. Select **Organization***. Select the correct school.
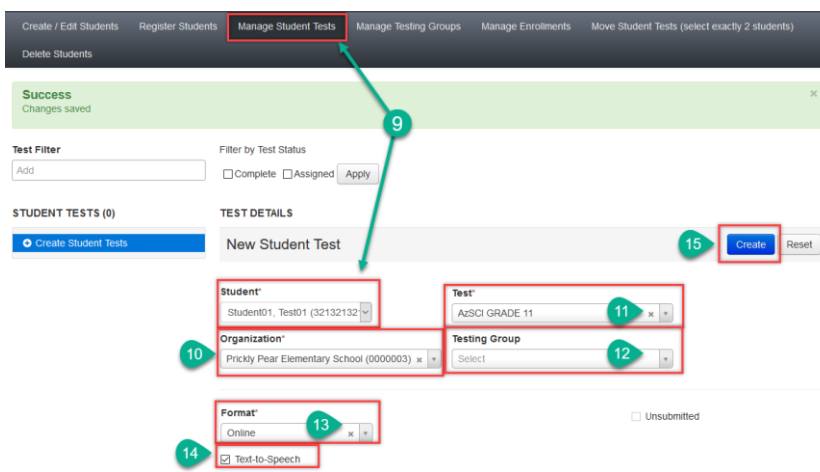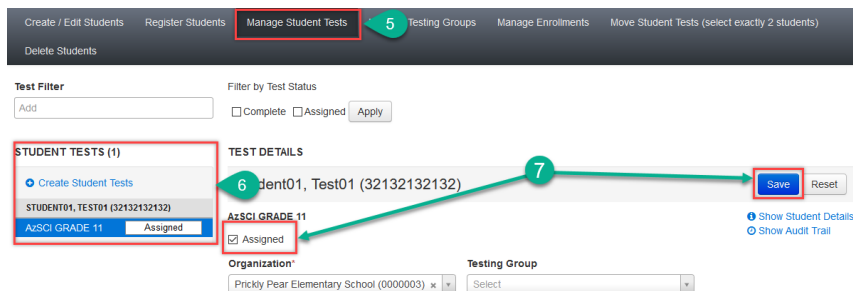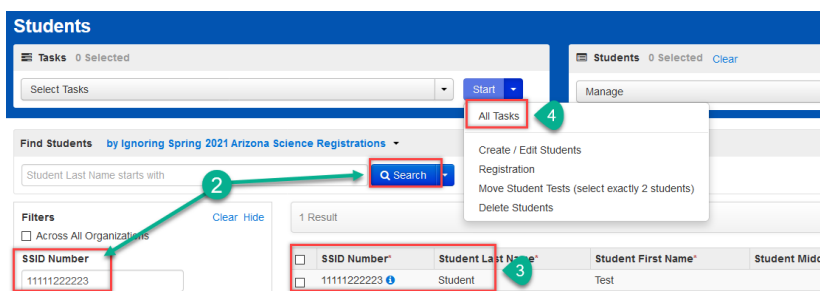
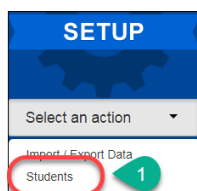11. Select **Test*.** Select the appropriate test.

12. **Testing Group** is an optional field and can be left blank.

13. Select **Format*.** Select **Online.**

14. Place a checkmark in the **Text-To-Speech** box.

15. Select **Create.**

Next, you will need to add the student's test to the proper test session.

Note: The following steps are only applicable to students who have transferred from a paper-based school to a computer-based school.

1. Go to **TESTING,** select **Sessions.**

2. Search for the test session that was created under **Find Sessions**. Click **Search**.

3. Place a **check mark** next to the test session for the correct school.

4. Go to **Start**, select **All Tasks**.

5. On the **Tasks for Sessions** screen, select the **Add/Remove Students in Sessions** tab.

6. On the left side of the screen, select the session name from the **SESSIONS** list.

7. Under the **DETAILS** section, select the **Find by name** field to select students to add to the session.

8. Place a **check** in the box next to each selected student.

9. Select **Save**.
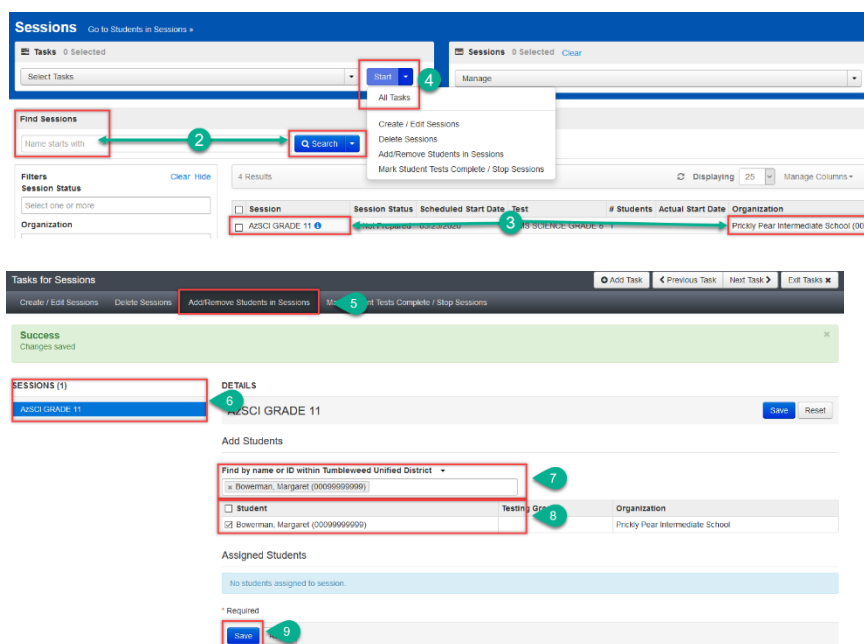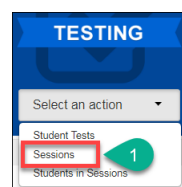
Lithocode Exchange Form

The AASA Operational Spring 2022 Oral Reading Fluency Lithocode Exchange Form for grade 3 must be used when two different students are administered the ORF test using each other's assigned lithocode in PearsonAccess[Next]. This form will allow for the exchange of the two students' lithocodes to enable accurate scoring.

1. The **Oral Reading Fluency Lithocode Exchange Form** for Grade 3 can be found in PearsonAccess[Next] on the Support Documentation page.

2. Enter all the required information including the **District & School Entity ID Numbers**.

3. Enter all the required information for Student #1 including the **Lithocode Entered** and the **Lithocode Assigned**, **SSID number**, and the **Phone Number of Device Used**.

4. Enter all the required information for Student #2 including the **Lithocode Entered** and the **Lithocode Assigned**, **SSID number**, and the **Phone Number of Device Used**.

5. When all information requested has been entered in the form, **name** the file, and **save** it so it can be forwarded to ADE in your email (AASA@azed.gov). ADE will verify the student information and then forward it to Pearson for processing. Pearson will send a task completion notification email to the DTC and ADE after the Lithocodes have been exchanged.

AASA Operational Spring 2022 Grade 03 ORF Speaking Test – Lithocode Exchange Form
Lithocode Exchanges need to be reported to ADE and Pearson within 24 hours of the incident occurring.

Test Administration:	
Date:	
District Test Coordinator:	
District Name:	
District Entity ID Number:	
School Name:	
School Entity ID Number:	

Student #1

Lithocode Entered for Speaking Test:	
Lithocode assigned in PearsonAccess Next:	
Teacher Name:	
Student First Name:	
Student Last Name:	
Student Middle Initial:	
Student SSID:	
Student Grade:	
Student Date of Birth:	
Date of Speaking Test:	
Approximate Time of Speaking Test:	
Phone Number of Device Used:	
Notes:	

Student #2

Lithocode Entered for Speaking Test:	
Lithocode assigned in PearsonAccess Next:	
Teacher Name:	
Student First Name:	
Student Last Name:	
Student Middle Initial:	
Student SSID:	
Student Grade:	
Student Date of Birth:	
Date of Speaking Test:	
Approximate Time of Speaking Test:	
Phone Number of Device Used:	
Notes:	