Test Administration Directions

Paper–Based Test (PBT) and Special Paper Version: Large Print

Grades 3–8 ELA and Math
Test Administrator:

Complete information below with your local School or District Test Coordinator. If you have any questions or issues during testing, contact this person **immediately**.

School or District Test Coordinator contact information during testing:

District/School Test Coordinator: _________________________________________________________________

Contact phone #: _______________________________________________________________________________

Email: _________________________________________________________________________________________

Reminders for Test Administrators during Arizona’s Academic Standards Assessment (AASA) Spring 2022 Test Administration — Paper-Based Testing (PBT):

Once students start a test unit:

- The test unit must be completed on the same day that it is started.
- A student cannot start a new test unit until the previous test unit is completed.

If a student requires accommodations:

- Verify what accommodations each student will be using and how to administer them properly.
- Verify that testing accommodations provided for one student does not impede or impact other students in the testing room.
- Record both provision and observed use of testing accommodations by the student on the back of his or her test booklet.
- Testing accommodations for Special Paper Version (SPV) tests will be contained in PearsonAccessnext.
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Overview of the Spring 2022 AASA Test Administration

Arizona’s Statewide Achievement Assessment (AASA) is the statewide achievement test for Arizona students in Grades 3-8. AASA assesses the Arizona English Language Arts Standards and Arizona Mathematics Standards adopted by the Arizona State Board of Education in December 2016. AASA is available as a Computer-Based Test (CBT) or as a Paper-Based Test (PBT). Pearson is the test vendor for AASA and the provider of the online testing platform. Pearson will also handle the printing, shipping, and processing for all Paper-Based Test materials.

Each District Superintendent or Charter Representative must designate an Achievement District Test Coordinator to oversee AASA testing for all schools within the district or under the same charter. The District Test Coordinator may delegate some responsibilities to a School Test Coordinator. However, the District Test Coordinator is ultimately responsible for ensuring the appropriate and correct administration of AASA in all schools within the district or under the same charter. The District or School Test Coordinator will be referred to as the Test Coordinator in this manual.

The AASA test consists of 6 test units for Grade 3: Writing test unit, ELA Oral Reading Fluency (ORF) test unit, Reading Test Unit 1 and Test Unit 2, Math Test Unit 1 and Test Unit 2. The ELA ORF test only applies to Grade 3. For Grades 4-8 the AASA test consists of 5 test units: Writing test unit, Reading Test Unit 1 and Test Unit 2, and Math Test Unit 1 and Test Unit 2.

The Writing test unit must be administered first. Commercially published paper dictionaries and commercially published paper thesauruses must be available for student use during the Writing test unit.

Students may use scratch paper during all ELA and Math test units, but their responses must be entered in the student's test booklet in the space provided in order to be scored. In the case of Special Paper Version (SPV) tests, the Test Administrator will need to ensure the student’s responses are entered in TestNav by the end of the test window. Any Special Paper Version tests responses not entered in TestNav by the end of the test window will not be scored.

No calculators are permitted for Math Grades 3–6. Students in Math Grades 7 and 8 can use an approved calculator for the Math Part/Test Unit 1 only. Refer to the AASA Calculator Policy in this document for additional calculator guidance.

The Oral Reading Fluency (ORF) test unit is administered to Grade 3 students only. Paper-Based Testing schools may administer the ORF test using a landline speaker telephone with a keypad and a lithocode (provided on the student’s Pre-ID label or in PearsonAccessnext) or online in TestNav.

For Paper-Based Testing schools, the telephone test will be the default mode of testing for the ORF test. Administering the ORF test using a telephone requires a one-to-one test administration with each student. A landline speaker telephone with a keypad is required. Phone calls generated from Voice over Internet Protocol (VoIP) phones are susceptible to bandwidth constraints and may experience latency, which can result in delays and dropped calls.

If desired, the ORF test mode may be switched from the telephone test to an online test for any Grade 3 student at a Paper-Based Testing school. Detailed instructions for switching from the telephone test to the online test are in the Quick Guide: Grade 3 Testing for the AASA Operational Spring 2022 Test Administration, located in PearsonAccessnext under Support > Documentation.
If administering the ORF test online in TestNav, the use of a headset with a microphone is required, and it is recommended that the headsets be unidirectional, with noise-cancelling microphones. In addition, the ORF test should be administered in small groups no larger than six students per classroom or computer lab. For more information, please see the Headphone and Microphone Requirements and the Recommended Seating Arrangements, posted on the AASA webpage at: https://www.azed.gov/assessment/aasa.

**Note:** Any Grade 3 students from a Paper-Based Testing school who are administered a Special Paper Version test will take the ORF test online.

The AASA tests are administered to students by Test Administrators. This document provides directions for the administration of the AASA Grades 3–8 tests for Paper-Based Testing (PBT) schools and large print Special Paper Version (SPV) testing.

This document is divided into three main sections:

1. Overview of the Spring 2022 AASA Test Administration
2. Paper-Based Testing (PBT) - Scripted Directions for AASA Grades 3–8

**Note:** The test administration process and scripted directions for Computer-Based Testing (CBT) will be covered in a separate document: Computer-Based Testing: Spring 2022 AASA Test Administration Directions.

3. Special Paper Version (SPV) Tests for large print test booklets administered in Paper-Based Testing (PBT) schools - Scripted Directions for AASA Grades 3–8, for which student responses will be entered into TestNav to be scored.

**Note:** This document will cover the test administration process for large print Special Paper Version tests administered in Paper-Based Testing schools. The Braille test administration process will be covered in a separate document: Spring 2022 AASA Test Administration Directions for Special Paper Version: Braille.

**Students to Be Tested**

Students in grades 3–8 will participate in the Spring 2022 AASA test administration.

Students with significant cognitive disabilities whose current Individualized Education Program (IEP) designates them as eligible for the alternate assessment, the Multi-State Alternate Assessment (MSAA), are excluded from the Spring 2022 AASA test administration. **AASA should not be administered to any students who take the MSAA.**
Test Administrators and Proctors (including adults entering student responses into TestNav)

Test Administrators, Proctors, and any adult who will have access to the Spring 2022 AASA test must be employees of the school/district/charter. Test Administrators, Proctors, and any adult who will have access to the Spring 2022 AASA test materials must be trained in proper test security and test administration procedures, must sign an Achievement Tests Staff Security Agreement Form, must be thoroughly familiar with this document, and must follow the test administration procedures in this document, including following the scripted directions.
Test Administrator Responsibilities

Test Administrator responsibilities for Paper-Based Testing (PBT) include:

- Participating in training activities scheduled by the Test Coordinator
- Signing and returning to the Test Coordinator the Achievement Tests Staff Security Agreement Form
- Receiving the corresponding test materials from the Test Coordinator
- Reviewing this document in advance of the testing date
- Adhering to test administration security procedures
- Following the test administration directions exactly as stated in this document
- Reading aloud to the students the scripted directions exactly as stated in this document
- Requesting guidance from the Test Coordinator when unusual circumstances arise or when uncertain about proper procedures
- Confirming any testing accommodation(s) the student will be offered during the test administration
- Allowing Spring 2022 AASA test materials access to the appropriate students only

Test Administrators additional responsibilities for administering Special Paper Version tests (large print) include:

- Receiving the Special Paper Version test materials from the Test Coordinator
- Following the directions provided in the Spring 2022 AASA Test Administration Directions
- Verifying that the student's responses are entered into TestNav within the test window
- Returning all the Special Paper Version test materials to the Test Coordinator
Test Administration Schedule

The Test Coordinator is responsible for communicating the specific testing schedule to Test Administrators, Proctors, students, and parents/guardians. That testing schedule must comply with the guidance included in this manual.

- A test unit must be completed by the end of the regularly scheduled school day.
- The English Language Arts (ELA) Writing test unit must be administered first.
- For Grade 3, Reading (2 parts/test units) and Math (2 parts/test units), and the ELA Oral Reading Fluency (ORF) (1 part/test unit) test units can be administered in any order. **Note: The ELA Oral Reading Fluency (ORF) test unit will only be administered to Grade 3 students.**
- For Grades 4-8, Reading (2 parts/test units) and Math (2 parts/test units) test units can be administered in any order.
- No more than two test units, plus the ORF test unit for Grade 3, can be administered in a single day.
- When two test units are scheduled on the same day, there must be a significant break between test units. Do not start a test unit if there is not sufficient time to complete the test unit by the end of the regularly scheduled school day.
- Testing days do not have to be consecutive days.
- For Paper-Based Testing (PBT) schools, students taking the same test within the same school must test on the same day.
- AASA tests are untimed; however, the test unit(s) must be completed by the end of the regularly scheduled school day.

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

Students absent during the regularly scheduled test can continue to test with other students and make up missed tests prior to the close of the test window. Make-up tests, including Writing, can be given out of order.

Make-up tests are to be scheduled anytime during the test window but must be completed by April 13, 2022.

**All Paper-Based Testing** must be completed as listed in the schedule below. All student responses from a Special Paper Version test administered in a Paper-Based Testing school must also be transferred into TestNav per the Paper-Based Testing schedule as listed below.
Spring 2022 Paper-Based Testing and SPV tests transferred into TestNav for PBT Schools

<table>
<thead>
<tr>
<th>Content Area/Test Unit(s)</th>
<th>Grades</th>
<th>First Day of Testing</th>
<th>Last Day of Testing (including SPV tests transfer into TestNav and make-up testing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELA Writing (first test unit)</td>
<td>Grades 3–8</td>
<td>4/4/22</td>
<td>4/13/22</td>
</tr>
<tr>
<td>ELA Oral Reading Fluency (ORF) (1 test unit)</td>
<td>Grade 3 only</td>
<td>4/4/22</td>
<td>4/13/22</td>
</tr>
<tr>
<td>ELA Reading (2 test units)</td>
<td>Grades 3–8</td>
<td>4/4/22</td>
<td>4/13/22</td>
</tr>
<tr>
<td>Math (2 test units)</td>
<td>Grades 3–8</td>
<td>4/4/22</td>
<td>4/13/22</td>
</tr>
</tbody>
</table>

Paper-Based Testing schools must have student responses from SPV tests transferred into TestNav by 4/13/22.

### Scheduling Test Units for Grades 3–8

<table>
<thead>
<tr>
<th>Content Areas</th>
<th>Test Unit(s)</th>
<th>Suggested Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELA Oral Reading Fluency (ORF)* (1 test unit – Applies to Grade 3 only)</td>
<td>ELA Oral Reading Fluency, Test Unit 1 only</td>
<td>15 minutes</td>
</tr>
<tr>
<td>ELA Writing ** (1 test unit – First test unit for Grades 3–8)</td>
<td>ELA Writing, Test Unit 1 only</td>
<td>60-90 minutes</td>
</tr>
<tr>
<td>ELA Reading (2 test units)</td>
<td>ELA Reading, Test Unit 1</td>
<td>45-75 minutes</td>
</tr>
<tr>
<td></td>
<td>ELA Reading, Test Unit 2</td>
<td>45-75 minutes</td>
</tr>
<tr>
<td>Math (2 test units)</td>
<td>Math, Test Unit 1</td>
<td>60-85 minutes</td>
</tr>
<tr>
<td></td>
<td>Math, Test Unit 2</td>
<td>60-85 minutes</td>
</tr>
</tbody>
</table>

*ELA Oral Reading Fluency (ORF) test unit applies to Grade 3 only. Paper-Based Testing schools can choose to administer the ORF test online in TestNav (small groups – no more than 6 students testing at one time) or on a landline speaker telephone with a keypad (one-to-one administration). All Grade 3 students taking a Special Paper Version test will be administered the ORF test online in TestNav.

**ELA Writing must be administered first for Grades 3-8.

Six test units must be administered for Grade 3.

Five test units must be administered for Grades 4–8.

ELA Reading (2 test units) and Math (2 test units) can be administered in any order.

Test units can be administered on separate days or 2 test units plus the Oral Reading Fluency (ORF) test unit can be administered on the same day.

When two test units are administered on the same day, a significant break must be given between test units. Test units must be completed on the day the test unit is started.
Before Test Administration – Spring 2022 AASA

Test Security

All Test Coordinators, Test Administrators, and Proctors must be trained in proper test security procedures, must sign an Achievement Tests Staff Security Agreement Form, and must adhere to test security procedures.

It is unethical and shall be viewed as a violation of test security for any person to:

• Capture images of any part of the test booklet via any electronic device
• Duplicate in any way any part of the test booklet
• Examine, read, or review any test booklet before, during, or after testing
• Disclose, or allow to be disclosed, the content of any portion of the test booklets before, during, or after test administration
• Discuss any AASA test item before, during, or after test administration
• Allow students access to test booklets or other test materials prior to testing
• Provide any reference sheets to students during the Math test administration or graphic organizers during the Writing test administration
• Allow students to share information during test administration
• Read any parts of the test to students, except as indicated in the Test Administration Directions, or as part of an approved accommodation
• Influence students’ responses by making any kind of gestures (for example, pointing to items, holding up fingers to signify item numbers or answer options) while students are testing
• Instruct students to go back and reread/redo responses after they have finished their test since this instruction may only be given before the students take the test
• Review students’ responses in the test booklet
• Change or erase students’ answer choices in the test booklet
• Erase any stray marks in the test booklet
• Read or review students’ scratch paper
• Fail to return all test booklets
• Participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures

Test Administrators and Proctors may not assist students in answering test questions. Test Administrators and Proctors may not translate, reword, or explain any test content. No test content may ever be discussed before, during, or after test administration.
Use of Unacceptable Resources

Students are not permitted to use resources on the AASA tests that are not specifically identified in this manual or The Arizona Accommodations Manual posted on the ADE website at www.azed.gov/assessment/accessibility.

The use of unacceptable resources during the AASA testing is a test security violation and may result in the student’s test being invalidated.

Test Administrators and Proctors should monitor students while testing. If students are observed using unacceptable resources, including but not limited to unacceptable reference materials, cell phones, or other electronic devices, the unacceptable resource must be removed, and your Test Coordinator must be contacted as soon as possible. Allow the student to continue testing once the unacceptable resource has been removed.

Personal electronic devices, including but not limited to cell phones, smart watches, and other electronic devices, are the single largest source of test security violations. As such, students are not permitted to have access to any personal electronic devices during the AASA testing. Test Administrators should ask students to place all personal electronic devices in their backpacks and move their backpacks out of reach prior to starting test administration. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

Testing Conditions, Tools, and Accommodations

All AASA Test Administrators are expected to read and follow the guidance in The Arizona Accommodations Manual posted on the ADE website at www.azed.gov/assessment/accessibility.

Universal Test Administration Conditions are specific testing situations and conditions that may be offered to any student to provide a comfortable and distraction-free environment. Certain accommodations are available to students with an injury, English learner students, and students with a disability. Accommodations are provisions made in how a student accesses the test and/or demonstrates learning that do not alter the validity of the test, score interpretation, reliability, or security of the test.

Providing unacceptable accommodations to students who may receive accommodations, providing accommodations to students who may not receive them, or failing to indicate that accommodations were provided are test administration errors. Test Administrators must know which students are eligible to receive accommodations and which accommodations are appropriate for each eligible student. Test Administrators must provide appropriate accommodations for eligible students and indicate which accommodations were provided to students.

Students taking the computer-based AASA test have Text-to-Speech for the Help directions, Writing passages and prompts, and Math items. For schools administering the paper-based test, students may raise their hand and request that the Test Administrator or Proctor read information from the Writing or Math test. This must be done on an individual basis. Reading aloud to more than one student at a time can be distracting to other students and may disadvantage students who only require a word or phrase read aloud. Only read what the student requests. This can be a word, phrase, sentence, item, or passage for a student. If a student has an accommodation for Read Aloud for instruction and assessment in their IEP or 504 plan, this must be offered during paper-based testing.
Please remember that the ELA Reading tests may **not** be read to students. For the Reading test, Test Administrators or Proctors may only read the scripted directions in this manual.

For Paper-Based Testing schools, there are Special Paper Version (SPV) test accommodations available that include Braille and large print 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. For students with more complex needs, please contact ADE.

This document will cover the test administration process for large print Special Paper Version tests administered in Paper-Based Testing schools. The Braille Special Paper Version tests administration process will be covered in a separate document: Spring 2022 AASA Test Administration Directions for Special Paper Version: Braille.

**Test Accommodations**

For **Paper-Based Testing (PBT)** schools, the Test Administrator must complete the accommodations information on the back of the AASA test booklets for all students receiving accommodations during testing.

For **Special Paper Version tests**, ADE will review all Special Paper Version requests. For any student with an approved Special Paper Version test, ADE will create a Special Paper Version test session in PearsonAccessnext, move the student into the Special Paper Version test session, and place an additional order for the Special Paper Version test. For any questions regarding the Special Paper Version test, contact the District Test Coordinator.

For students administered the Special Paper Version tests, the student’s responses will need to be entered into TestNav by the end of the testing window in order to be scored. For Paper-Based Testing schools, all Special Paper Version test responses must be entered into TestNav by April 13, 2022. The Test Administrator must follow the directions for test administration and entering student’s responses into TestNav that are detailed in this document.

**User Roles in PearsonAccessnext**

Each Test Administrator or other school staff who will be entering student responses into TestNav for students who were administered a Special Paper Version test, or who will be administering the Grade 3 ELA Oral Reading Fluency (ORF) test online using TestNav instead of using the telephone system, must have an appropriate user role in the PearsonAccessnext system provided by the Test Coordinator.

**Location for Testing**

The location for testing must be determined prior to the testing date. The AASA tests are to be administered at Arizona schools. Students must be tested in a physical building designated as a testing site by the school. AASA tests may be administered in a home or hospital setting for a single student. Please contact ADE with any questions. The AASA tests cannot be administered outside the state of Arizona.
Prepare the Room for Testing

The testing room should be prepared for the AASA test administration prior to the testing date.

- Each testing room should have a “Testing – Do Not Disturb” sign on its door.
- Good lighting, ventilation, and freedom from distracting noises and interruptions are important for student performance.
- All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.
- Any motivational signs for testing must be removed or covered completely.
- Arrange student seating so that students cannot easily see each other’s test materials and so that the Test Administrator(s) and Proctor(s) can walk by each student.
- Students’ desks and tables should be cleared of backpacks, personal electronic devices, and unnecessary materials prior to the beginning of testing.

Test Administration Materials

Test materials that must be supplied by schools for testing rooms include:

- Electronic or paper copy of the Spring 2022 AASA Test Administration Directions
- “Testing – Do Not Disturb” signs
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks
Additional Guidance for Paper-Based (PBT) Schools

- AASA has no answer documents. Students at PBT schools will receive a scorable AASA test booklet and a Pre-ID label for each applicable AASA test. Pre-Id labels should be applied to test booklets before distributing the test booklets to students. If any student is missing a Pre-ID label or the Pre-ID label is incorrect, then the student’s demographic information must be bubbled in on the test booklet before distributing the test booklet to the student. Additional and new Pre-ID labels are NOT available, and you may not create your own Pre-ID labels.

- PBT schools must provide commercially published paper dictionaries and commercially published paper thesauruses for use on ELA Writing test unit only. Several copies of each of these items must be available in each testing room. Dictionaries and thesauruses are not allowed for the ELA Reading test units.

- PBT Schools will have the option to use TestNav to complete the Grade 3 ELA Oral Reading Fluency (ORF) test online instead of the telephone recording option if they prefer. For additional information, refer to the Quick Guide—Grade 3 Testing for the AASA Operational Spring 2022 Test Administration posted in PearsonAccessnext.
  - If the PBT School decides to have their students complete the ELA Oral Reading Fluency (ORF) using a telephone to record their students oral reading of the passages, a unique student test lithocode will be required. The unique student lithocode number will be provided on the student’s Pre-ID label and in PearsonAccessnext for the ELA Oral Reading Fluency (ORF) test. A landline speaker telephone with a keypad is required for the administration of the AASA Grade 3 ORF telephone test.
  - If the PBT School prefers to have their students complete the ELA Oral Reading Fluency (ORF) test online using the recording feature in TestNav, the lithocode will not be required. Instead, test session(s) will need to be created in PearsonAccessnext by the Test Coordinator to generate student tickets for the Oral Reading Fluency (ORF) test unit. Students would use their student ticket login information to access the ELA Oral Reading Fluency (ORF) test in TestNav.

- PBT schools must provide an appropriate scientific calculator for every student participating in the AASA Math Grades 7-8 Part/Test Unit 1. No laptop, tablet, or phone-based calculators may be used during the AASA. Students are not allowed to share calculators during a test unit. Refer to the AASA Calculator Policy, provided in this document, for more details.

- No other resources may be provided to students for PBT testing.
AASA Calculator Policy

Calculators are permitted on AASA Grades 7 and 8 Math Part/Unit 1 only. 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.

**AASA Calculators**

<table>
<thead>
<tr>
<th>Test/Grade</th>
<th>Calculator Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math Grades 3–6</td>
<td>No calculators permitted on AASA.</td>
</tr>
<tr>
<td>Math Grades 7–8</td>
<td>Scientific calculators are permitted on AASA Math Part/Unit 1 only. No calculators are permitted on AASA Math Part/Unit 2. Scientific calculator should include these functions: standard four functions (addition, subtraction, multiplication, and division), decimal, change sign (+/-), parentheses, square root, and π. They may NOT include: any problem solving or programming capabilities, place values, and inequalities. Sample acceptable calculator: TI-30X IIS or similar.</td>
</tr>
</tbody>
</table>

**Additional Calculator Guidance**

Only the types of calculators listed in the table are permitted. No laptop, tablet, or phone-based calculators may be used during the AASA.

Students are not allowed to share calculators during a testing unit.
Preparing for Paper-Based Testing (PBT)

Test Administrators should ensure the following:

- They have a copy of the *Spring 2022 AASA Test Administration Directions* and are familiar with testing procedures.
- They check out test materials from the Test Coordinator at the beginning of each day of testing, including:
  - AASA test booklets
  - Student Pre-ID labels
  - Dictionaries, thesauruses, or calculators for appropriate test being administered
- Student Pre-ID labels are to be affixed to test booklets before testing. If Pre-ID labels were not affixed to test booklets before being provided to the Test Administrator, the Test Administrator must affix the student Pre-ID label to the test booklets before passing out the test booklets to students.
  - Pre-ID labels should only be used if the provided information on the label is current and correct.
  - Do not make any changes to the information on the Pre-ID label.
  - Do not mark the Pre-ID label in any way.
  - If the Pre-ID label is correct, do not complete the demographic data information on the back of the test booklet except for the Accessibility Tools box (accessibility tools used by the student while testing), if necessary.
  - If information on the Pre-ID label is incorrect, do not use the label. The student demographic information on the back cover of the test booklet must be completed.

Additional and new Pre-ID labels are NOT available, and you may not create your own Pre-ID labels. Students who do not have a Pre-ID label must have their student demographic information bubbled in on the paper test booklet.

For Special Paper Version (SPV) Tests, the student demographic information will be captured in PearsonAccess<sup>next</sup>. The Pre-ID labels should not be affixed to the SPV test booklets.
During Test Administration – Spring 2022 AASA

The Spring 2022 AASA test is a standardized test. Test Administrators must have an electronic or paper copy of this document. The Test Administrator must follow the directions exactly as stated in this document.

The scripted directions are formatted to guide you through test administration and to help ensure proper testing procedures. Please review the directions in advance to become familiar with the scripted text and testing procedures. Read aloud to students only what is marked with a “SAY” in the scripted directions.

This document includes the scripted directions for the Spring 2022 AASA Paper-Based Test (PBT) and also scripted directions for large print Special Paper Version (SPV) tests administered in PBT schools.

Breaks During Testing

- Individual students are allowed to use the restroom. Students must fill out the classroom sign in/out log for restroom breaks when leaving and returning to the room.
  - For Paper-Based Testing (PBT) – Students must close his or her test booklet and return it to the Test Administrator prior to leaving the room.

- Stretch breaks are allowed on an individual student basis, as needed. Students may not talk, use their cell phones, or leave the room during their stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

- Group or class stretch breaks are not allowed. Students cannot be stopped from testing by the Test Administrator for a stretch break.

- Significant breaks (individual or group) are not allowed. Once a class leaves the testing room, the test session will be over. This would exclude an emergency or other unusual situation that occurs during testing.

Monitoring Testing

During the administration of the AASA tests, Test Administrators and Proctors must supervise the testing room at all times. Test Administrators and Proctors should move continuously about the room in an unobtrusive manner to ensure students are using only appropriate testing materials and resources and to check that students are progressing through the test. Students should be allowed to work at their own pace.

Test Administrators and Proctors may answer student questions about test directions and assist with any situations that may arise. Test Administrators and Proctors may not answer student questions about test content.
Test Administration Precautions

- Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets.
- Do not allow students to use correction fluid in their scorable test booklets.
- Do not allow students to make any marks near the timing marks on the edges of the scorable test booklets.
- Do not allow students to use extra paper or ink to write their response to the ELA Writing test unit. Only responses written in pencil on the pages designated “FINAL COPY” 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 photocopy the test booklets.
- Do not disassemble or pull pages from the test booklets.
- Do not erase any stray marks or duplicate any student-created response from a student test booklet.

Disruptive Students

Students who disrupt testing, refuse to participate, receive help from others, or otherwise engage in behavior not consistent with acceptable classroom behavior should be removed from the testing room as soon as possible to allow other students to continue to test undisturbed. Whenever possible, the disruptive students should be allowed to continue testing in a different location and be subject to the disciplinary procedures established by the school for such occurrences after completion of testing. If the student is believed to have participated in cheating, contact the Test Coordinator for guidance.

The Arizona Department of Education recommends that the student’s parents or guardians receive written notification of the incident and its consequences.

Students Who Leave the Room During Testing

Students should remain in the testing room during the entire scheduled testing session. However, students may be allowed to go to the restroom, if necessary, during testing. Only one student may leave at a time. Students must fill out the classroom sign in/out log for restroom breaks when leaving and returning to the room. Students may not take cell phones or any other electronic devices when going to the restroom.

The student must close his or her test booklet and return it to the Test Administrator prior to leaving the room. When the student returns to the testing room, the Test Administrator will need to return the test booklet to the student to continue testing.
Students Who Leave School During Testing

Students who need to leave school before completing a particular test unit for the AASA test, including those students who leave due to illness, are ineligible to continue the test for that testing unit. The Test Administrator should inform the student that he/she will not be permitted to finish that test unit when the student returns to school.

The Arizona Department of Education recommends that documentation be kept identifying the time the student left the testing room, the testing unit in progress at that time, and the reason for leaving early.

The student must hand his or her test booklet and any scratch paper to the Test Administrator before leaving the room. If the student returns to school during the test window, he or she may continue testing on any test unit(s) that have not yet been started.

After Test Administration – Spring 2022 AASA

Students Who Need Additional Test Time

Most students should have time to finish the test during the allotted time. Students who are working productively and require additional time must be allowed to complete the test. Follow the procedures established by your Test Coordinator for those students who need additional time to complete the test. Students cannot leave for a break until their test unit is complete; however, students can have lunch brought to them, if necessary.

Ending Testing

When a student has finished testing, Test Administrators should collect the student's test booklet and any scratch paper. Confirm that the student's handwritten name is on the test booklet cover and matches the name on the student Pre-ID label.

Once a student has submitted his or her test and returned any scratch paper, he or she may read or do classwork unrelated to English Language Arts (ELA) or Math (depending on the test administered on that day) silently while waiting for the scheduled test unit to end. Students may not use the computer or have access to their cell phones or other electronic devices until the end of the test unit. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

Once the student has completed testing and turned in their test booklet, no student or adult can go back and review, change or correct the test booklets for any reason. All test booklets will be returned for scoring as completed by the student.

Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper and this manual.
**Marking Test Accommodations**

For students who received testing accommodations, the Test Administrator who witnessed the use of the testing accommodation(s) or who provided the testing accommodation(s) must mark the accommodation used on the back of the student’s test booklet. Mark the appropriate bubble(s) using a No. 2 pencil for every accommodation the student used.

**Special Paper Version Tests**

All students who tested using a Special Paper Version test booklet must have their responses transferred into TestNav following the procedures in this document. Any Special Paper Version test responses not entered into TestNav by the end of the test window will not be scored. For Paper-Based Testing schools, all Special Paper Version test responses must be entered into TestNav by April 13, 2022.

Special Paper Version tests must be returned to the District Test Coordinator after students have completed testing.

**Returning Test Materials to the Test Coordinator**

All test booklets are to be returned to the Test Coordinator at the end of the testing day. Test Administrators should arrange the test booklets facing up. Paperclips or rubber bands must not be used to bind these materials as this may damage their edges.

All scratch paper is to be securely destroyed based on district/charter guidance.
Paper-Based Testing (PBT)—Scripted Directions for ELA Writing Grades 3—8 (Test Unit 1)

Prior to beginning a test unit, the Test Administrator should write the following information on the board to assist students in completing the front cover of their test booklets: Teacher Name, School, and District. Only the student should write this information in the designated area on the front cover of his or her test booklet.

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEACHER NAME</td>
</tr>
<tr>
<td>SCHOOL</td>
</tr>
<tr>
<td>DISTRICT</td>
</tr>
</tbody>
</table>

Information in this box is to be handwritten by student.

Student Pre-ID labels must be affixed to test booklets before testing. If any student expected to test on the AASA test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the back page of the test booklet before testing.

**Materials required to administer Paper-Based Testing (PBT):**

- Electronic or paper copy of the *Spring 2022 AASA Paper-Based Testing (PBT) Test Administration Directions*
- A “Testing—Do Not Disturb” sign
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks
- Commercially published paper dictionaries and commercially published paper thesauruses

The use of scratch paper is allowed for the AASA test. However, all student responses must be written in the scorable test booklet to be scored. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district’s directions.

The ELA Writing test is administered in one test unit.

**Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.**
ELA Writing Test Unit 1: Paper-Based Testing (PBT)—Scripted Directions for Grades 3—8

Today you will be taking Arizona’s Academic Standards Assessment ELA Writing test.

Do not open your test booklet until I tell you to do so.

Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.

Cell phones, smart watches, or other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.

The ELA Writing test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today’s school day.

Are there any questions?

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

On the front cover of your test booklet, you will see a label with your legal name, school, SSID, and birth date. Please review this information and raise your hand if any part of the label is incorrect or if the label is missing.

NOTE: If any student expected to test on the AASA test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the paper test booklet before testing. Students should not be permitted to test until this is completed.

On the front cover of your test booklet, write your name on the line labeled “Student Name.” Complete the lines labeled “Teacher Name,” “School,” and “District” as shown on the board.

Information in this box is to be handwritten by the student.
Once all students have completed the information on the front cover of his/her test booklet, continue with directions.

Hold up a test booklet. In the test booklet, as you refer to the writing prompt, passages, Writing Guide, and “Final Copy” pages, show those pages to the students.

Today’s ELA Writing test has one prompt and multiple sources for you to read and respond to.

There is also a Writing Guide that provides the expectations for your response. You may use a dictionary and thesaurus as well.

You may use scratch paper to plan your response and write a rough draft if you choose. When you have finished planning your response, you must write your final response in your test booklet on the pages designated “Final Copy.” Your final response may be in cursive or printed letters. However, it is important that your response be legible.

Manage your time carefully so that you can do the following actions:

- Read the sources.
- Plan your response.
- Write your response.
- Revise and edit your response.

Your response should be in the form of a multiparagraph essay. Write your response in the space provided.

Remember that your work must address the writing prompt and reading sources.

Before you test, please remember the following:

- Use a No. 2 pencil for your writing response.
- Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklets. You can use your No. 2 pencil for any annotations or underlining.
- Only what is written on the pages marked “Final Copy” will be scored.
- Write only on the lines provided.
- Do not write in the margins.

Are there any questions?

Answer any questions.
When you finish the test unit, you will see the Stop sign. Do not go beyond the Stop sign.

When you see the Stop sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.

Be sure to reread your response and make any necessary edits.

When you are satisfied with your final response, close your test booklet. Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test unit.

Are there any questions?

Open your test booklet to [Grade 3—page 4, Grade 4—page 4, Grade 5—page 4, Grade 6—page 4, Grade 7—page 4, and Grade 8—page 4].

You will see the writing prompt on this page, along with detailed directions that will help you write your multiparagraph essay. Make sure to read the directions and manage your time carefully.

You may now read the prompt and begin the test.
Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the student’s test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

```
SAY
This concludes the test unit.
If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.
```

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of the test unit. All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in a secure, locked storage until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.
Paper-Based Testing (PBT)—Scripted Directions for ELA Reading Grades 3—8 (Test Unit 1 and Test Unit 2)

Prior to beginning a test unit, the Test Administrator should write the following information on the board to assist students in completing the front cover of their test booklets: Teacher Name, School, and District. Only the student should write this information in the designated area on the front cover of his or her test booklet.

Students will use the same test booklet for all ELA test units. This information will only need to be completed once for all ELA test units.

Student Pre-ID labels must be affixed to test booklets before testing. If any student expected to test on the AASA test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the paper test booklet before testing.

Materials required to administer Paper-Based Testing (PBT):

- Electronic or paper copy of the Spring 2022 AASA Paper-Based Testing (PBT) Test Administration Directions
- A “Testing—Do Not Disturb” sign
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks

The use of scratch paper is allowed for the AASA test. However, all student responses must be written in the scorable test booklet to be scored. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district’s directions.

The ELA Reading test is administered in two test units—Test Unit 1 and Test Unit 2.

The use of a dictionary or thesaurus is prohibited on both Reading test units. No test direction or item may be read aloud to students.

Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.
Today you will be taking Arizona’s Academic Standards Assessment ELA Reading Test Unit 1.

Do not open your test booklet until I tell you to do so.

Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.

Cell phones, smart watches, or other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.

The ELA Reading test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today’s school day.

Are there any questions?

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

You will use the same test booklet for all ELA test units.

On the front cover of your test booklet, you will see a label with your legal name, school, SSID, and birth date. Please review this information and raise your hand if any part of the label is incorrect or if the label is missing.

NOTE: If any student expected to test on the AASA is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the paper test booklet before testing. Students should not be permitted to test until this is completed.

Pause while students confirm they have the correct test materials. If any student did not participate in the previous ELA test unit, guide the student through completing the “Student Name,” “Teacher Name,” “School,” and “District” lines on the front of the student’s test booklet.
Today’s Reading Test Unit 1 contains several reading passages followed by questions about those passages. You may refer back to the passages when answering the questions. You will mark your answers in the test booklet in the designated area for each question.

Some of the items may be challenging or unfamiliar to you. Do your best on all items.

Before you test, please remember the following:

- Use a No. 2 pencil for your answers.
- You may write in your test booklet, but do not write or mark near the designated area where you will fill in your answers.
- Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklet. You can use your No. 2 pencil for any annotations or underlining.
- Do not write in the margins.
- If you want to change an answer, completely erase the mark you made before making a new mark.

Are there any questions?

Answer any questions.
Be sure to read each question carefully. Some questions will require you to mark more than one answer.

You may use scratch paper, but you need to record your answers in the test booklet.

When you finish the ELA Reading Test Unit 1, you will see the Stop sign. Do not go beyond the Stop sign.

When you see the Stop sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.

After you test, please check the following:

• Every question in this part of the test booklet has been answered.
• For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.
• All other bubbles are empty, and all stray marks have been erased.

When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test unit.

Are there any questions?

Answer any questions.

Sample of Stop sign:

Open your test booklet to [Grade 3—page 13, Grade 4—page 13, Grade 5—page 15, Grade 6—page 17, Grade 7—page 17, and Grade 8—page 15].

On this page you will see some directions and sample questions for the ELA Reading Test Unit 1.

Make sure all students have turned to the correct page in their test booklets.

Note: Reading Test Unit 1 will have three sample questions. Students will need to read and mark their answers to these sample questions in their paper test booklet.
We will begin by doing three sample questions. You will mark your answers in your test booklet.

Read Sample A in your test booklet. Then mark the answer you choose. When you have finished with Sample A, stop working.

Give students time to answer Sample A and then continue.

The correct answer for Sample A is: [Grades 3-5: “B”; Grades 6-8: “A”].

Now read Sample B in your test booklet. Then mark the answer you choose. When you have finished Sample B, stop working.

Give students time to answer Sample B and then continue.

The correct answer for Sample B is: [Grades 3-5: “C” and “D”; Grades 6-8: “A” and “C”].

Now turn the page, and read Sample C in your test booklet. Then mark the answer you choose. When you have finished Sample C, stop working.

Give students time to answer Sample C and then continue.

The correct answer for Sample C is: [Grades 3-5: “C”; Grades 6-8: “A”]

Are there any questions?

Answer any questions.

Now turn to [Grade 3—page 16, Grade 4—page 16, Grade 5—page 18, Grade 6—page 20, Grade 7—page 20, Grade 8—page 18].

On this page you will see some directions and a reading pasage. You may begin the ELA Reading Test Unit 1.
Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the student's test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

This concludes the test unit.
If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of the test unit. All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in a secure, locked storage until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day. If any test booklets are missing, a test irregularity must be submitted in PearsonAccessnext.

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.
ELA Reading Test Unit 2: Paper-Based Testing (PBT)—Scripted Directions for Grades 3—8

Today you will be taking Arizona’s Academic Standards Assessment ELA Reading Test Unit 2.

Do not open your test booklet until I tell you to do so.

Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.

Cell phones, smart watches, or other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.

The ELA Reading test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today’s school day.

Are there any questions?

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

You will use the same test booklet for all ELA test units.

Please check to see that the test booklet in front of you is the same one you used for the previous AASA testing and has your name on the front cover.

Pause while students confirm they have the correct test materials. If any student did not participate in the previous ELA test unit, guide the student through completing the “Student Name,” “Teacher Name,” “School,” and “District” lines on the front of the student’s test booklet.
Today’s Reading Test Unit 2 contains one or more reading passages followed by questions about those passages. You may refer back to the passages when answering the questions. You will mark your answers in the test booklet in the designated area for each question.

Some of the items may be challenging or unfamiliar to you. Do your best on all items.

Before you test, please remember the following:

- Use a No. 2 pencil for your answers.
- You may write in your test booklet, but do not write or mark near the designated area where you will fill in your answers.
- Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklet. You can use your No. 2 pencil for any annotations or underlining.
- Do not write in the margins.
- If you want to change an answer, completely erase the mark you made before making a new mark.

Are there any questions?

Answer any questions.
Be sure to read each question carefully. Some questions will require you to mark more than one answer.

You may use scratch paper, but you need to record your answers in the test booklet.

When you finish the ELA Reading Test Unit 2, you will see the Stop sign. Do not go beyond the Stop sign.

When you see the Stop sign, you may go back and check your work for this test unit only. You may not go back to any other part of this test booklet at any time.

After you test, please check the following:

• Every question in this part of the test booklet has been answered.
• For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.
• All other bubbles are empty, and all stray marks have been erased.

Be sure to reread your responses and make any necessary edits.

When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test unit.

Are there any questions?

Answer any questions.

Sample of Stop sign:

Stop

Open your test booklet to [Grade 3—page 42, Grade 4—page 44, Grade 5—page 44, Grade 6—page 52, Grade 7—page 42, and Grade 8—page 52].

On this page you will see directions and a reading passage.

You may begin the ELA Reading Test Unit 2.
Make sure all students have turned to the correct page in their test booklets.

While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the student’s test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

```
SAY

This concludes the test unit.
If you have not finished testing, you will be allowed to continue working,
but please close your test booklet at this time.
```

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of the test unit. All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in a secure, locked storage until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day. If any test booklets are missing, a test irregularity must be submitted in PearsonAccessnext.

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.
Paper-Based Testing (PBT)—Scripted Directions for ELA Grade 3 Oral Reading Fluency (ORF): Telephone Test Recording

This section provides instructions for Paper-Based Testing (PBT) schools to have their students complete the ELA Oral Reading Fluency (ORF) test using a telephone to record the student's oral reading of the passages; however, if the Test Coordinator prefers, all of the students expected to test on the ELA Oral Reading Fluency (ORF) test can complete the test online instead, using the TestNav testing platform.

Note: Any third grade student taking a Special Paper Version test will complete the ELA ORF test online in TestNav.

If the School decides to have their students complete the Oral Reading Fluency (ORF) test using a telephone to record their student’s oral reading of the passages, a unique student test lithocode will be required. The unique student lithocode number will be provided on the student’s Pre-ID label and can also be located in PearsonAccessnext. Please see the Quick Guide—Grade 3 Testing for the AASA Operational Spring 2022 posted in PearsonAccessnext for additional information.

Sample of Grade 3 ELA Student Pre-ID Label with Lithocode

Prior to beginning a test unit, the Test Administrator should write the following information on the board to assist students in completing the front cover of their test booklets: Teacher Name, School, and District.

Students will use the same test booklet for all ELA test units. This information will only need to be completed once for all ELA test units.

Student Pre-ID labels must be affixed to test booklets before testing. If any student expected to test on the AASA test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the back page of the test booklet before testing.
Materials required to administer the ELA Oral Reading Fluency (ORF) — Telephone Test Recording:

- Electronic or paper copy of the Spring 2022 AASA Paper-Based Testing (PBT) Test Administration Directions
- Student Pre-ID label for ELA Oral Reading Fluency (ORF) test
  Note: The unique student lithocode from this student Pre-ID label will be required for the telephone audio recording of the student’s oral reading. If student does not have a Pre-ID label, the student lithocode can be located in PearsonAccessnext. Please see the Quick Guide—Grade 3 Testing for the AASA Operational Spring 2022 for additional information.
- A “Testing—Do Not Disturb” sign
- List of students to be tested
  Note: the telephone test is to be administered in a one-on-one setting
- Landline, speaker telephone with a keypad
- Student’s ELA Paper-Based test booklet

The ELA Oral Reading Fluency (ORF) test is administered in one test unit for third grade students only.

Before the test administration, check the connections of the telephone and its speaker to ensure that they are working properly. Adjust the speaker telephone volume if necessary. Place the phone on a desk or table near the student.

A quiet room is essential for the test to work properly. There should be no background noise or speech. Minimize outdoor noise and activities while the test is in progress. Loudspeaker announcements or other intrusive noise could result in the audio recording being unscorable.

Make sure that the student is comfortable and sitting close to the phone so that the audio can be captured properly. Students are not allowed to touch or move the phone while the test is in progress. Students should not make noise, such as tapping on the desk, kicking the desk, or rubbing their clothes. Students should not move around when taking the test. If students engage in noisy or inappropriate activities during the test, Test Administrators should use silent gestures to stop the undesirable behavior.

If the phone call is disrupted during the test (due to a bad connection, fire alarm, loudspeaker announcements, emergency, or other factors), hang up the phone. A new Speaking Test Lithocode will need to be acquired and used to retake the test unit if the student has gone beyond the three student information questions found before the beginning of the test unit. Please contact Pearson Customer Support at 888-705-9421, option 3, to request a new lithocode.
ELA Oral Reading Fluency (ORF) Test Unit 1: Paper-Based Testing (PBT)—Scripted Directions for Grade 3 Only: Telephone Test Recording

The ELA ORF test is administered in one part, one test unit for third grade students only. The telephone test must be administered in a one-on-one setting.

**You will use the same test booklet for all ELA test units.**

Please check to see that the test booklet in front of you is the same one you used for the previous AASA testing and has your name on the front cover.

**Pause while the student confirms they have the correct test materials. If the student did not participate in any previous ELA test unit, guide the student through completing the “Student Name,” “Teacher Name,” “School,” and “District” lines on the front of the student’s test booklet.**

**Today, you will be taking Arizona’s Academic Standards Assessment ELA Oral Reading Fluency (ORF) test.**

For this test unit, you will read three passages out loud. You will use a telephone to record your oral reading of these passages.

You will hear a set of directions, then you will hear a beep at the end of each set of directions. When you hear the beep, you can begin reading the corresponding passage out loud from the first word.

Do not open your test booklet until I tell you to do so.

Cell phones, smart watches, or other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

The ELA Oral Reading Fluency (ORF) test is timed. You will be given one minute to read each passage out loud. You might not finish reading the whole passage, and that is OK. If you have difficulty with a word, do your best and then move on. Or you can skip the word.

**Are there any questions?**

**Exception:** A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.
We will begin the Oral Reading Fluency (ORF) test unit where you will speak into the phone.

You will hear the following message:

Welcome! Today you’re going to read 3 passages out loud.
You’ll hear a beep at the end of each set of directions.
Please begin reading after you hear each beep.
Do the best you can.
Remember to wait for the beep and then start speaking.

The telephone system will also ask you:

• What is your first name and last name?
• What is your teacher’s name?
• How old are you?

Are there any questions?

Answer any questions.

Open your test booklet to page 78.

On this page, you will see the first reading passage of the ELA Oral Reading Fluency (ORF) test. As you finish reading a passage, you will see the text “Go On” at the bottom of the page. When you see these words, make sure to turn the page. You will also notice that some pages show the words “This Page Left Blank On Purpose.” You can skip these pages and go on to the next page.

Remember, you will hear a beep at the end of each set of directions.

Before starting to read each passage, remember to wait for the beep and then begin reading the corresponding passage out loud from the first word only after you hear each beep.

Remember, I can answer your questions now. After the telephone activity starts, I cannot answer any questions.

Are there any questions?

Answer any questions.
When the telephone system has completed recording your oral reading for all passages, you will hear the message “Now the reading fluency test is over. Please ask your teacher to hang up the phone.” When you hear this message, I will come to you and hang up the phone.

Now we are going to start the test. Do the best you can.

Once the test unit is successfully initiated, the examiner’s voice will tell the student what to do in each part. The Test Administrator should not talk during the test. If the student asks for an explanation, use gestures to indicate that you cannot talk. Make sure the student is on the correct page during the test. If the student is having difficulty, help him/her turn the pages in his/her test booklet as needed.

**Turn on the speaker telephone; dial 1-888-222-4852.**

The system will prompt you to enter the student’s Lithocode that has been recorded on the student’s Pre-ID label found on the front cover of the student’s test booklet. You will need to enter it on the telephone keypad. The student’s Lithocode is used to match the student’s oral reading responses with the rest of his/her AASA responses. Use care when entering the student’s Lithocode.

The system will prompt you to re-enter the student’s Lithocode to confirm the code was entered correctly. If there was an error in entering the student’s Lithocode, the system will prompt you to re-enter the student’s Lithocode and confirm the code once more. Once the student’s Lithocode is correctly entered twice, the system will prompt you to confirm the test unit using the telephone keypad. Once complete, the test unit will start. The student will follow the instructions of an examiner’s voice.

At the start of the Oral Reading Fluency (ORF) test unit, the student will be asked three qualifying questions. These questions will determine if the student’s voice is loud enough to be captured for accurate scoring.

For those students who do not respond or whose voices are not loud enough, the system will prompt the Test Administrator (you) to hang up and re-dial. Initiate a second attempt. If the student still does not respond or speaks too softly, the Test Administrator (you) must hang up, re-dial, and provide the answers to the first three qualifying questions for the student—

- “What’s your first name and last name?”
  (State the student’s first and last name.)
- “What’s your teacher’s name?”
  (State the teacher’s name.)
- “How old are you?”
  “This is (Test Administrator’s name) answering for (student’s name) who is (student’s age).”

After your verbal response to the three qualifying questions, do not provide any more answers.
The following scripted words will be relayed to the student by the Telephone system to help guide them through the test:

**Passage 1:** Now, look at number 1. You are going to read a passage out loud for one minute. You might not finish reading the whole passage - that is OK. If you have difficulty with a word, do your best and then move on. Or you can skip the word. Begin reading the passage out loud from the first word when you hear the beep.

**Passage 2:** Now, look at number 2. You are going to read another passage out loud for one minute. Remember, you might not finish reading the whole passage - that is OK. If you have difficulty with a word, do your best and then move on. Or you can skip the word. Begin reading the passage out loud from the first word when you hear the beep.

**Passage 3:** Now, look at number 3. You are going to read another passage out loud for one minute. Remember, you might not finish reading the whole passage - that is OK. If you have difficulty with a word, do your best and then move on. Or you can skip the word. Begin reading the passage out loud from the first word when you hear the beep.

**Once the test is over (After Passage 3):** Now the reading fluency test is over. Please ask your teacher to hang up the phone.

At the end of the test, the examiner’s voice will instruct the Test Administrator to hang up the phone. Do not hang up the phone until you hear the message, “**Now the reading fluency test is over. Please ask your teacher to hang up the phone.**” If you hang up the phone before the message is heard, the test will not be scored. The Test Administrator should hang up the phone, and the test is over.

As the student finishes the test, collect the student’s test booklet. Do not allow the student to use electronic devices, including cell phones, until after the test unit has been completed and all materials have been collected.

When the test unit ends:

```
SAY
This concludes the test unit.
Please close your test booklet at this time.
```

The test booklet should be returned immediately to the Test Coordinator. If this is not possible, store the test booklet in a secure, locked storage until it is returned to the Test Coordinator. The test booklet must be returned to the Test Coordinator by the end of the school day.
Paper-Based Testing (PBT)—Scripted Directions for ELA Grade 3 Oral Reading Fluency (ORF): Online Test Recording in TestNav (Test Unit 1)

This section provides instructions for Paper-Based Testing (PBT) schools to have their students complete the ELA Oral Reading Fluency (ORF) test online, using the TestNav testing platform.

For Paper-Based Testing (PBT) schools that prefer to have their students complete the Oral Reading Fluency (ORF) test online using the voice recording feature in TestNav, the lithocode will not be required. Instead, test session(s) will need to be created in PearsonAccessnext by the Test Coordinator to generate student tickets for the Oral Reading Fluency (ORF) test unit. Students would use their student ticket login information to access the ELA Oral Reading Fluency (ORF) test in TestNav. Please see the Quick Guide—Grade 3 Testing for the AASA Operational Spring 2022 Test Administration posted in PearsonAccessnext for additional information.

When administering the ORF test online in TestNav, the use of a headset with a microphone is required, and it is recommended that the headsets be unidirectional, with noise-cancelling microphones. In addition, the ORF test should be administered in small groups no larger than six students per classroom or computer lab. For more information, please see the Headphone and Microphone Requirements and the Recommended Seating Arrangements, posted on the AASA webpage at: https://www.azed.gov/assessment/aasa.

**Note:** Any third grade student taking a Special Paper Version test will complete the ELA ORF test online in TestNav.

Materials required to administer the ELA Oral Reading Fluency (ORF) test online (voice recording in TestNav)

- Electronic or paper copy of the *Spring 2022 AASA Paper-Based Testing (PBT) Test Administration Directions*
- A “Testing—Do Not Disturb” sign
- List of students to be tested
- Testing Tickets
- Headsets with microphones – It is recommended that headsets be unidirectional with noise-cancelling microphones.

**Note:** Students will not need their paper testing booklets when completing the ORF test online.

This test unit requires the use of headsets with microphones as the student’s voice recording will be captured in TestNav using the microphone selected during Microphone Set Up. Prior to the test administration, Test Administrators must ensure that headsets are available and in good working order. The volume and sound quality must be sufficient so that all students can easily record their voice and are able to playback their audio recording.
ELA Oral Reading Fluency (ORF) Test Unit 1: Paper-Based Testing (PBT)—Scripted Directions for ELA
Grade 3 only: Online Test Recording in TestNav

To begin, the Test Administrator must:
- Launch the TestNav application on each testing device.
- Distribute testing tickets.

Today, you will be taking Arizona’s Academic Standards Assessment ELA
Oral Reading Fluency (ORF) test.

For this test unit, you will read three passages out loud. You will use the
computer to record your oral reading of these passages.

Cell phones, smart watches, or any other electronic devices are not
permitted during the entire test unit. Any student who has a personal
electronic device in his or her possession during this test unit may have his
or her test invalidated. If you have a device with you, please put it in your
backpack now.

Keep your eyes on your own computer. If you have a question or need help
during the test, raise your hand, and I will come to you.

The ELA Oral Reading Fluency (ORF) test is timed. You will be given one
minute to read each passage out loud. You might not finish reading the
whole passage, and that is OK. If you have difficulty with a word, do your
best and then move on. Or you can skip the word.

For each passage, once you are ready to begin reading, you will click the
red button to start the audio recording and begin reading the passage out
loud. Each passage will be recorded as you read. Once the recording ends
for a passage, the message “Recording complete.” will display on your
screen.

To move on to the next reading passage, you will need to select the blue
“Next” arrow button found at the top of your screen.

Are there any questions?

Answer any questions.
You will see the “Sign In” screen on your computer. You will perform a sound check by clicking on the “Test Audio” link on the Sign In screen.

You will put on your headphones. When you hear the sound, remove your headphones for more directions.
If you do not hear the sounds, please raise your hand.

Verify that the students are on the “Sign In” screen on his or her computer.

Assist any students who are unable to hear the audio.
• Check to make sure the headphones are securely plugged in to the correct jack or USB port.
• If the headphones have a volume control, ensure the volume is not muted.
• Ensure that the audio on the computer is not muted.

If audio issues cannot be resolved, move student to another computer with working audio.

You will now sign into the test, but please do not start testing yet. Please continue to listen to all instructions before you begin. On the Sign-In screen, enter your Username and Password from your testing ticket, then click the Sign In button.

**Note:** If any student information is incorrect on the testing ticket, the student **must not** proceed with testing. The student’s information must be corrected in PearsonAccessnext, and a new testing ticket must be printed for the student.

Verify that all students are signed in.
Now, you will see the Welcome screen. Check that your name appears correctly on the top right corner of the screen.

If your name is not correct, raise your hand, and I will come to you.

If your name appears correctly, click the "Start" button.

Once all students have verified his or her name and any needed assistance has been provided, proceed with the directions.

Next, students will perform a microphone check in TestNav. Headphones must be securely plugged into the correct jack or USB port. Students will need to record themselves speaking, then they will play the recording back to themselves to see if it sounds good before they proceed to the ORF test.

Now, you will see the “Set Up Your Microphone” screen. Click on the Enable Your Microphone button to proceed to the microphone check screen.

You may receive the following pop-up message on your computer screen: az.testnav.com wants to use your microphone.

If you receive this message, click on the ‘Allow’ button to enable your microphone.
Once all students have enabled their microphone and any needed assistance has been provided, proceed with the directions.

Next, you will see the “Test Your Microphone” screen and a drop-down menu with a listing of available microphones. Check that the appropriate microphone is selected in the drop-down menu.

Once you have selected your preferred microphone, click on the red Record button and follow the instructions on the screen to test your microphone.
Once all students have checked that the preferred microphone is selected, have recorded their voice, and any needed assistance has been provided, proceed with the directions.

Once you have recorded your voice, another “Test Your Microphone” screen will appear with the question “Does it sound good and clear?”

Click on the Play (▶) button found right below this question to listen to your voice recording.

If your voice recording sounds good and clear, click on the “Sounds Good” button with the green check mark. Otherwise, click on the “Sounds Bad” button with the red X and try again. If you need help, raise your hand, and I will come to you.

Move around the room and make sure all students are on the “Test Your Microphone” screen and are listening to their voice recording.

Assist any students who are unable to hear their audio recording.

- Check to make sure the headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the microphone selected in the “Available microphones” dropdown is not muted.

If audio and/or microphone issues cannot be resolved, move student to another computer with working audio and microphone.

Verify that all students have completed the microphone check and are ready to proceed with the test.
Once you click on the “Sounds Good” button, you will see the Oral Reading screen. There will be three questions in this Oral Reading Fluency test. Click the “Start” button to continue.

The students should now be on the Welcome page of the Spring 2022 AASA Test Administration. Verify that all students are on the Welcome page. Assist those students that may need help. Proceed with the directions once all students are on the Welcome page.
The available testing tools are located at the top and right hand side of the screen.

- The Previous and Next arrow buttons move you through the test. As you move through the test, some items may take a few seconds to display.
- The User drop down next to your name has background and foreground color, magnifier, line reader mask, zoom, and sign out.

Are there any questions?

Answer any questions.

The ELA Oral Reading Fluency (ORF) test contains three reading passages that will need to be read out loud. Make sure to read the directions.

You will see a red button at the top of the screen for each passage. This red button will need to be selected for each passage.

When you are ready to begin the test, the red button will need to be selected before reading the passage out loud. Start with the first word. After one minute, the recording will end for the passage, and a message “Recording complete.” will display on your screen.

Important: Do not click the square stop button as this will end the recording. If you end the recording, you cannot go back and re-record.

Are there any questions?

Answer any questions.

After each voice recording, you will need to click the blue “Next” arrow to move to the next passage.

Important: Once you click the “Next” button, you cannot go back and re-record.

Now we are going to start the test.
Put your headphones on and click on the “Next” button to begin.
While students are testing, move around the room to make sure students are progressing through the test.

The Oral Reading Fluency (ORF) test is estimated to take no more than 15 minutes, including setup time, the microphone check, and the actual test. Therefore, it is recommended that students complete the Oral Reading Fluency (ORF) test without leaving the room for a break. However, if a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks “Sign Out” prior to leaving the room.

When the student returns to the testing room, the Test Administrator will need to resume the student’s test and the student will need to sign in again. Refer to the PearsonAccessnext User’s Guide for detailed instructions on resuming a student’s test. Once the student’s test is resumed, the student will need to complete the microphone check steps again.

As each student finishes the test, do not allow students to use electronic devices, including cell phones, until after all students are signed out of the test unit.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

When the test unit ends:

SAY

This concludes the test unit.
If you have finished testing, you may click the “Submit Final Answers” button now.

The student will see the following screen below at the end of the test unit. The student must click on the “Submit Final Answers” button on this screen.
TestNav displays the “Test Submit Warning” screen confirming that the student is ready to exit the test. The warning tells the student that he or she cannot return to the test after clicking the “Yes, Submit Final Answers” button.

![Test Submit Warning](image)

When the student clicks “Yes, Submit Final Answers”, TestNav logs the student out and displays the “Sign Out Complete Page.”

![Sign Out Complete Page](image)

If all students have completed testing, this will end the test unit. Next, click “Sign Out” in the upper-right corner of the TestNav system.

Collect all testing tickets from the students. All testing tickets should be treated as secure documents and must be accounted for at the end of each testing unit and kept in a secure and locked storage. Follow the directions of your Test Coordinator regarding the secure disposal of all testing tickets and used scratch paper. If any test materials are missing, including testing tickets, a test irregularity must be submitted in PearsonAccess.
Paper-Based Testing (PBT)—Scripted Directions for Math Grades 3—6 (Test Unit 1 and Test Unit 2)

Prior to beginning a test unit, the Test Administrator should write the following information on the board to assist students in completing the front cover of their test booklets: Teacher Name, School, and District. Only the student should write this information in the designated area on the front cover of his or her test booklet.

Students will use the same test booklet for all Math test units. This information will only need to be completed once for all Math test units.

Student Pre-ID labels must be affixed to test booklets before testing. If any student expected to test on the AASA test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the paper test booklet before testing.

Materials required to administer Paper-Based Testing (PBT):

- Electronic or paper copy of the Spring 2022 AASA Paper-Based Testing (PBT) Test Administration Directions
- A “Testing—Do Not Disturb” sign
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks

Additional directions for the Math test:

- For AASA Math Grades 3-6, calculators are NOT permitted for any of the test units.
- Math reference sheets are NOT permitted.

The use of scratch paper is allowed for the AASA test. However, all student responses must be written in the scorable test booklet to be scored. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district’s directions.

The Math test is administered in two parts—Test Unit 1 and Test Unit 2.

Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.
Math Test Unit 1: Paper-Based Testing (PBT)—Scripted Directions for Grades 3—6

Today you will be taking Arizona’s Academic Standards Assessment Math Test Unit 1.

Do not open your test booklet until I tell you to do so.

Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.

Cell phones, smart watches, or other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.

The Math test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today’s school day.

Are there any questions?

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

You will use the same test booklet for all Math test units.

On the front cover of your test booklet you will see a label with your name, school, Student ID, and birth date. Please review this information and raise your hand if any part of the label is incorrect or if the label is missing.

NOTE: If any student expected to test on the AASA test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the paper test booklet before testing. Students should not be permitted to test until this is completed.
On the front cover of your test booklet, write your name on the line labeled “Student Name.” Complete the lines labeled “Teacher Name,” “School,” and “District” as shown on the board.

Information in this box is to be handwritten by the student.

Students will use the same test booklet for all Math test units. This information will only need to be completed once for all Math test units.

Once all students have completed the information on the front cover of his/her test booklet, continue with directions.

Today’s Math Test Unit 1 contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.

Some of the items may be challenging or unfamiliar to you. Do your best on all items.

Before you test, please remember the following:
- Use a No. 2 pencil for your answers.
- You may write in your test booklet, but do not write or mark near the designated area where you will fill in your answers.
- Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklet. You can use your No. 2 pencil for any annotations or underlining.
- Do not write in the margins.
- If you want to change an answer, completely erase the mark you made before making a new mark.
- For AASA Math Grades 3-6, calculators are NOT permitted for either of the Math test units.

Are there any questions?

Answer any questions.
Be sure to read each question carefully. Some questions will require you to mark more than one answer, and some questions will require you to give your response in different ways.

You may use scratch paper, but you need to record your answer in the test booklet.

When you finish the Math Test Unit 1, you will see the Stop sign. Do not go beyond the Stop sign.

When you see the Stop sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.

After you test, please check the following:

- Every question in this part of the test booklet has been answered.
- For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.
- All other bubbles are empty, and all stray marks have been erased.

Be sure to check your responses and make any necessary edits.

When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test unit.

Are there any questions?

Answer any questions.

Sample of Stop sign:

Open your test booklet to [Grade 3—page 3, Grade 4—page 3, Grade 5—page 3, and Grade 6—page 3].

On this page you will see directions and some sample questions for Math Test Unit 1.

Make sure all students have turned to the correct page in their test booklets.

Note: Math Test Unit 1 will have three sample questions. Students will need to read and mark their answers to these sample questions in their paper test booklet.
We will begin by doing three sample questions. You will mark your answers in your test booklet.

Read Sample A in your test booklet. Then mark the answer you choose. When you have finished with Sample A, stop working.

Give students time to answer Sample A and then continue.

The correct answer for Sample A is: [Grades 3-5: “C”; Grades 6-8: “A”].

Now read Sample B in your test booklet. Then mark the answer you choose. When you have finished Sample B, stop working.

Give students time to answer Sample B and then continue.

The correct answer for Sample B is: [Grades 3-5: 2/8 (2 fraction bar 8); Grades 6-8: 6.36 (six decimal point three six)].

To answer this type of grid-in response question, you must enter your answer in the grid provided. This is only one type of question you will see. Some questions will require you to give your answer in different ways.

When entering responses for grid-in response questions, it is important to consider the following things:

- You may use the digits: 0-9 and the symbols: slash for a fraction bar (/), a decimal (.), and a negative sign (-). You may use up to a total of seven digits and symbols combined.
- On these response grids, blanks are generally ignored. This means that you can left or right justify your response or place it somewhere in the middle.
- The purpose of the boxes above the grid are only to assist you with filling out the bubbles and are not scored.
- Only fill in one bubble per column; any response with more than one bubble in a column will be marked as incorrect.
- You can enter a response as a mixed number or decimal to indicate the solution.
- If the answer for an item is a mixed number, you must leave a space between the whole number and the fraction.

Are there any questions?

Answer any questions.
Sample of AASA Math grid-in response box:

Now turn the page and read Sample C in your test booklet. Then mark the answer you choose. When you have finished Sample C, stop working.

Give students time to answer Sample C and then continue.

The correct answer for Sample C is: [Grades 3–5: A graph that has the first bar (green) on the graph with a height of 3, the second bar (blue) with a height of 6, the third bar (black) with a height of 12, and the last bar (other) with a height of 24; Grades 6-8: "m = 2d or any equivalent equation"].

This is another type of question you will see. Some questions will require you to give your answer in different ways.

Are there any questions?

Answer any questions:

Now turn to [Grade 3—page 6, Grade 4—page 6, Grade 5—page 6, Grade 6—page 6]. Calculators are NOT permitted on this test unit. You may begin the test.
Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the student’s test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

This concludes the test unit.

If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of the test unit. All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in a secure, locked storage until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess next.

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.
Math Test Unit 2: Paper-Based Testing (PBT)—Scripted Directions for Grades 3—6

| SAY | Today you will be taking Arizona’s Academic Standards Assessment Math Test Unit 2.  
Do not open your test booklet until I tell you to do so.  
Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.  
Cell phones, smart watches, or other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.  
If you have a question or need help during the test, raise your hand, and I will come to you.  
The Math test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today’s school day.  
Are there any questions? |

Answer any questions.

*Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.*

| SAY | You will use the same test booklet for all Math test units.  
Please check to see that the test booklet in front of you is the same one you used for the previous AASA testing and has your name on the front cover. |

Pause while students confirm they have the correct test materials. If any student did not participate in the previous Math test unit, guide the student through completing the “Student Name,” “Teacher Name,” “School,” and “District” lines on the front of the student's test booklet.
Today’s Math Test Unit 2 contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.

Some of the items may be challenging or unfamiliar to you. Do your best on all items.

Before you test, please remember the following:

- Use a No. 2 pencil for your answers.
- You may write in your test booklet, but do not write or mark near the designated area where you will fill in your answers.
- Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklet. You can use your No. 2 pencil for any annotations or underlining.
- Do not write in the margins.
- If you want to change an answer, completely erase the mark you made before making a new mark.
- Calculators are NOT permitted on either of the Math test units.

Are there any questions?
Be sure to read each question carefully. Some questions will require you to mark more than one answer, and some questions will require you to give your response in different ways.

You may use scratch paper, but you need to record your answers in the test booklet.

When you finish the Math Test Unit 2, you will see the Stop sign. Do not go beyond the Stop sign.

When you see the Stop sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.

After you test, please check the following:

- Every question in this part of the test booklet has been answered.
- For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.
- All other bubbles are empty, and all stray marks have been erased.

Be sure to reread your responses and make any necessary edits.

When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test unit.

Are there any questions?

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**Answer any questions.**

**Sample of Stop sign:**

![Stop Sign]

Open your test booklet to [Grade 3—page 30, Grade 4—page 30, Grade 5—page 32, Grade 6—page 28].

This is the first page of the Math Test Unit 2. Calculators are NOT permitted on this test unit.

You may begin the test.
Make sure all students have turned to the correct page in their test booklets.

While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the student’s test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

**SAY**

This concludes the test unit.

If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of the test unit. All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in a secure, locked storage until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.
Paper-Based Testing (PBT)—Scripted Directions for Math Grades 7—8 (Test Unit 1 and Test Unit 2)

Prior to beginning a test unit, the Test Administrator should write the following information on the board to assist students in completing the front cover of their test booklets: Teacher Name, School, and District. Only the student should write this information in the designated area on the front cover of his or her test booklet.

Students will use the same test booklet for all Math test units. This information will only need to be completed once for all Math test units.

Student Pre-ID labels must be affixed to test booklets before testing. If any student expected to test on the AASA test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the paper test booklet before testing.

Materials required to administer Paper-Based Testing (PBT):

- Electronic or paper copy of the Spring 2022 AASA Paper-Based Testing (PBT) Test Administration Directions
- A “Testing—Do Not Disturb” sign
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks

Additional directions for the Math test:

- For AASA Math Grades 7-8, students will need access to an approved calculator for Test Unit 1 only.
- Calculators are NOT permitted for Math Grades 7-8 Test Unit 2.
- Math reference sheets are NOT permitted for any of the test units.

The use of scratch paper is allowed for the AASA test. However, all student responses must be written in the scorable test booklet to be scored. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district’s directions.

The Math test is administered in two parts—Test Unit 1 and Test Unit 2.

Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.
Math Test Unit 1: Paper-Based Testing (PBT)—Scripted Directions for Grades 7—8

**SAY**

Today you will be taking Arizona’s Academic Standards Assessment Math Test Unit 1.

Do not open your test booklet until I tell you to do so.

Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.

Cell phones, smart watches, or other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.

The Math test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today’s school day.

Are there any questions?

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Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

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**SAY**

You will use the same test booklet for all Math test units.

On the front cover of your test booklet you will see a label with your name, school, Student ID, and birth date. Please review this information and raise your hand if any part of the label is incorrect or if the label is missing.

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*NOTE: If any student expected to test on the AASA test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the paper test booklet before testing. Students should not be permitted to test until this is completed.*
On the front cover of your test booklet, write your name on the line labeled “Student Name.” Complete the lines labeled “Teacher Name,” “School,” and “District” as shown on the board.

Information in this box is to be handwritten by the student.

Students will use the same test booklet for all Math test units. This information will only need to be completed once for all Math test units.

Once all students have completed the information on the front cover of his/her test booklet, continue with directions.

Today’s Math Test Unit 1 contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.

Some of the items may be challenging or unfamiliar to you. Do your best on all items.

Before you test, please remember the following:

- Use a No. 2 pencil for your answers.
- You may write in your test booklet, but do not write or mark near the designated area where you will fill in your answers.
- Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklet. You can use your No. 2 pencil for any annotations or underlining.
- Do not write in the margins.
- If you want to change an answer, completely erase the mark you made before making a new mark.
- Reminder, for Math Grades 7-8 Unit 1 only - you may use an approved calculator during this test unit. Calculators are NOT permitted for Math Test Unit 2.

Are there any questions?

Answer any questions.
Be sure to read each question carefully. Some questions will require you to mark more than one answer, and some questions will require you to give your response in different ways.

You may use scratch paper, but you need to record your answer in the test booklet.

When you finish the Math Test Unit 1, you will see the Stop sign. Do not go beyond the Stop sign.

When you see the Stop sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.

After you test, please check the following:

- Every question in this part of the test booklet has been answered.
- For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.
- All other bubbles are empty, and all stray marks have been erased.

Be sure to check your responses and make any necessary edits.

When you are satisfied with your final responses, close your test booklet.

Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test unit.

Are there any questions?

Answer any questions.

Sample of Stop sign:

Open your test booklet to [Grade 7—page 3, Grade 8—page 3].

On this page you will see directions and some sample questions for Math Test Unit 1.

Calculators ARE permitted on this test unit.

Make sure all students have turned to the correct page in their test booklets.

Note: Math Test Unit 1 will have three sample questions. Students will need to read and mark their answers to these sample questions in their paper test booklet.
We will begin by doing three sample questions. You will mark your answers in your test booklet.

Read Sample A in your test booklet. Then mark the answer you choose. When you have finished with Sample A, stop working.

**Give students time to answer Sample A and then continue.**

The correct answer for Sample A is: [Grades 6-8: “A”].

Now read Sample B in your test booklet. Then mark the answer you choose. When you have finished Sample B, stop working.

**Give students time to answer Sample B and then continue.**

The correct answer for Sample B is: [Grades 6-8: 6.36 (six decimal point three six)].

To answer this type of grid-in response question, you must enter your answer in the grid provided. This is only one type of question you will see. Some questions will require you to give your answer in different ways.

When entering responses for grid-in response questions, it is important to consider the following things:

- You may use the digits: 0-9 and the symbols: slash for a fraction bar (/), a decimal (.), and a negative sign (-). You may use up to a total of seven digits and symbols combined.
- On these response grids, blanks are generally ignored. This means that you can left or right justify your response or place it somewhere in the middle.
- The purpose of the boxes above the grid are only to assist you with filling out the bubbles and are not scored.
- Only fill in one bubble per column; any response with more than one bubble in a column will be marked as incorrect.
- You can enter a response as a mixed number or decimal to indicate the solution.
- If the answer for an item is a mixed number, you must leave a space between the whole number and the fraction.

Are there any questions?
Answer any questions.

Sample of AASA Math grid-in response box:

[Grid-in response box image]

Now turn the page and read Sample C in your test booklet. Then mark the answer you choose. When you have finished Sample C, stop working.

Give students time to answer Sample C and then continue.

The correct answer for Sample C is: [Grades 6-8: “m = 2d” or any equivalent equation].

This is another type of question you will see. Some questions will require you to give your answer in different ways.

Are there any questions?

Answer any questions.

Now turn to [Grade 7—page 6, Grade 8—page 6].

Calculators ARE permitted on this test unit.

You may begin the test.
Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the student’s test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

![SAY]

This concludes the test unit.

If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of the test unit. All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in a secure, locked storage until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day. If any test booklets are missing, a test irregularity must be submitted in PearsonAccessnext.

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.
Math Test Unit 2: Paper-Based Testing (PBT)—Scripted Directions for Grades 7—8

Today you will be taking Arizona’s Academic Standards Assessment Math Test Unit 2.

Do not open your test booklet until I tell you to do so.

Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.

Cell phones, smart watches, or other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.

The Math test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today’s school day.

Are there any questions?

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

You will use the same test booklet for all Math test units.

Please check to see that the test booklet in front of you is the same one you used for the previous AASA testing and has your name on the front cover.

Pause while students confirm they have the correct test materials. If any student did not participate in the previous Math test unit, guide the student through completing the “Student Name,” “Teacher Name,” “School,” and “District” lines on the front of the student’s test booklet.
Today’s Math Test Unit 2 contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.

Some of the items may be challenging or unfamiliar to you. Do your best on all items.

Before you test, please remember the following:

- Use a No. 2 pencil for your answers.
- You may write in your test booklet, but do not write or mark near the designated area where you will fill in your answers.
- Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklet. You can use your No. 2 pencil for any annotations or underlining.
- Do not write in the margins.
- If you want to change an answer, completely erase the mark you made before making a new mark.
- Reminder, calculators are NOT permitted for Math Test Unit 2.

Are there any questions?

Answer any questions.
Be sure to read each question carefully. Some questions will require you to mark more than one answer, and some questions will require you to give your response in different ways.

You may use scratch paper, but you need to record your answers in the test booklet.

When you finish the Math Test Unit 2, you will see the Stop sign. Do not go beyond the Stop sign.

When you see the Stop sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.

After you test, please check the following:

- Every question in this part of the test booklet has been answered.
- For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.
- All other bubbles are empty, and all stray marks have been erased.

Be sure to reread your responses and make any necessary edits.

When you are satisfied with your final responses, close your test booklet.

Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test unit.

Are there any questions?
Make sure all students have turned to the correct page in their test booklets.

While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the student’s test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

This concludes the test unit.

If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of the test unit. All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in a secure, locked storage until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day. If any test booklets are missing, a test irregularity must be submitted in PearsonAccessnext.

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.
Administering Special Paper Version (SPV) Tests (Large Print)

The purpose of this section is to assist Test Administrators in Paper-Based Testing schools with the proper administration of the Special Paper Version (large print) tests.

Test Administrators must provide students using the Special Paper Version tests enough time to complete the AASA tests and sufficient time for the Test Administrator to enter the student responses into the TestNav system by the close of the test window. The Test Coordinator should ensure that every Test Administrator administering a Special Paper Version test is provided with the appropriate large print Special Paper Version test materials.

Note: The Braille Special Paper Version (SPV) test administration process will be covered in a separate document: Spring 2022 AASA Test Administration Directions for Special Paper Version: Braille.

Administering Special Paper Version Tests and TestNav

Students taking the Special Paper Version tests should record their responses by marking their responses directly on the Special Paper Version test book. The Test Administrator must record responses directly into TestNav after the student completes the test. For Special Paper Version tests, the Test Administrator will use the student’s testing ticket information to log into TestNav.

Responses not recorded in TestNav by the end of the test window will not be scored.
Special Paper Version (SPV) Large Print Testing—Test Administration Directions for ELA and Math Grades 3—8

Prior to beginning a test unit, the Test Administrator should write the following information on the board to assist students in completing the front cover of their test booklets: Teacher Name, School, and District. Only the student should write this information in the designated area on the front cover of his or her test booklet.

Student Pre-ID labels should NOT be affixed to Special Paper Version test booklets. Student demographic information for students taking the Special Paper Version tests will be recorded electronically in PearsonAccessnext.

Materials required to administer Special Paper Version tests:

- Electronic or paper copy of the Spring 2022 AASA Paper-Based Testing (PBT) Test Administration Directions
- A “Testing—Do Not Disturb” sign
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper (students can write directly in their test booklets)
- Sign in/out log for restroom breaks
- For the ELA Writing test only, students may use commercially published paper dictionaries and commercially published paper thesauruses.
- For Math Grades 7-8 Unit 1 only, students may use an approved handheld calculator. Note: If handheld calculators are being used, make sure that they have been appropriately configured for testing as specified in the AASA Calculator Policy.

Students can record their responses by marking directly on Special Paper Version test booklets. All responses must be recorded by an adult into TestNav by the end of the test window to be scored. For Paper-Based Testing schools, all Special Paper Version test responses must be entered into TestNav by April 13, 2022.

The use of scratch paper is allowed for the AASA test. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district’s directions.
Special Paper Version (SPV) Large Print Testing—Scripted Directions for ELA Writing Grades 3—8 (Test Unit 1)

To begin, the Test Administrator must:

• Write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
• Students will need access to an approved dictionary and thesaurus for the Writing test.
• Distribute scratch paper and test booklets to students.

The ELA Writing test is administered in one test unit. Commercially published paper dictionaries and commercially published paper thesauruses must be available for student use during the writing test.

ELA Writing Test Unit 1: Special Paper Version (SPV) Large Print Testing—Scripted Directions for Grades 3—8

Today you will be taking Arizona’s Academic Standards Assessment ELA Writing test.

Do not open your test booklet until I tell you to do so.

Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.

Cell phones, smart watches, or other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.

The ELA Writing test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today’s school day.

Are there any questions?

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.
**On the front cover of your test booklet, write your name on the line labeled “Student Name.” Complete the lines labeled “Teacher Name,” “School,” and “District” as shown on the board.**

**Information in this box is to be handwritten by the student.**

Once all students have completed the information on the front cover of his/her test booklet, continue with directions.

**Hold up a test booklet. In the test booklet, as you refer to the writing prompt, passages, Writing Guide, and “Final Copy” pages, show those pages to the students.**

**Today’s ELA Writing test has one prompt and multiple sources for you to read and respond to.**

There is also a *Writing Guide* that provides the expectations for your response. You may use a dictionary and thesaurus as well.

You may use scratch paper to plan your response and write a rough draft if you choose. When you have finished planning your response, you must write your final response in your test booklet on the pages designated “Final Copy.” Your final response may be in cursive or printed letters. However, it is important that your response be legible.

Manage your time carefully so that you can do the following actions:

- Read the sources.
- Plan your response.
- Write your response.
- Revise and edit your response.

Your response should be in the form of a multiparagraph essay. Write your response in the space provided.

Remember that your work must address the writing prompt and reading sources.

Are there any questions?

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Answer any questions.
When you finish the test unit, you will see the Stop sign. Do not go beyond the Stop sign.

When you see the Stop sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.

Be sure to reread your response and make any necessary edits.

When you are satisfied with your final response, close your test booklet. Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test unit.

Are there any questions?

Answer any questions.

Sample of Stop sign:

Stop

Open your test booklet to [Grade 3—page 4, Grade 4—page 4, Grade 5—page 4, Grade 6—page 4, Grade 7—page 4, Grade 8—page 4].

You will see the writing prompt on this page, along with detailed directions that will help you write your multiparagraph essay. Make sure to read the directions and manage your time carefully.

You may now read the prompt and begin the test.
Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the student’s test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

This concludes the test unit.
If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of the test unit and kept in a secure and locked storage. If any test booklets are missing, a test irregularity must be submitted in PearsonAccessnext.

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc.

After each student has completed the Spring 2022 AASA Special Paper Version (large print) test, the student responses must be entered in TestNav. All student responses must be entered in TestNav prior to the materials being returned to Pearson. Student responses not entered into TestNav by the end of the test window will not be scored.

For Paper-Based Testing schools, all Special Paper Version test responses must be entered into TestNav by April 13, 2022.

All test books must be returned to the Test Coordinator. All test booklets must be stored in secure, locked storage until returned to the Test Coordinator.
Special Paper Version (SPV) Large Print Testing—Scripted Directions for ELA Reading Grades 3—8 (Test Unit 1 and Test Unit 2)

The ELA Reading test is administered in two parts, two test units—Test Unit 1 and Test Unit 2.

To begin, the Test Administrator must:

- Write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Distribute scratch paper and test booklets to students.

Students may use scratch paper during the Reading test. However, all student responses must be typed in the test’s response space. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district’s directions.

The use of a dictionary or thesaurus is prohibited on both Reading test units. No test direction or item may be read aloud to students.

ELA Reading Test Unit 1: Special Paper Version (SPV) Large Print Testing—Scripted Directions for Grades 3—8

Today you will be taking Arizona’s Academic Standards Assessment ELA Reading Test Unit 1.

Do not open your test booklet until I tell you to do so.

Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.

Cell phones, smart watches, or other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.

The ELA Reading test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today’s school day.

Are there any questions?

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.
You will use the same test booklet for all ELA test units.

Please check to see that the test booklet in front of you is the same one you used for the previous AASA testing and has your name on the front cover.

Pause while students confirm they have the correct test materials. If any student did not participate in the previous ELA test unit, guide the student through completing the “Student Name,” “Teacher Name,” “School,” and “District” lines on the front of the student's test booklet.

Today's Reading Test Unit 1 contains several reading passages followed by questions about those passages. You may refer back to the passages when answering the questions. You will mark your answers in the test booklet in the designated area for each question.

Some of the items may be challenging or unfamiliar to you. Do your best on all items.

Be sure to read each question carefully. Some questions will require you to mark more than one answer.

You may use scratch paper, but you need to record your answers in the test booklet.

When you finish the ELA Reading Test Unit 1, you will see the Stop sign. Do not go beyond the Stop sign.

When you see the Stop sign, you may go back and check your work for this test unit only. You may not go back to any part of this test booklet at any time.

Be sure to reread your responses and make any necessary edits.

After you test, please be sure that every question in this part of the test booklet is answered. When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test unit.

Are there any questions?
Open your test booklet to [Grade 3—page 13, Grade 4—page 13, Grade 5—page 15, Grade 6—page 17, Grade 7—page 17, Grade 8—page 15].

On this page you will see some directions and sample questions for Reading Test Unit 1.

Make sure all students have turned to the correct page in their test booklets.

Note: Reading Test Unit 1 will have three sample questions. Students will need to read and mark their answers to these sample questions in their paper test booklet.

We will begin by doing three sample questions. You will mark your answers in your test booklet.

Read Sample A in your test booklet. Then mark the answer you choose. When you have finished with Sample A, stop working.

Give students time to answer Sample A and then continue.

The correct answer for Sample A is: [Grades 3-5: “B”; Grades 6-8: “A”].

Now read Sample B in your test booklet. Then mark the answer you choose. When you have finished Sample B, stop working.

Give students time to answer Sample B and then continue.

The correct answer for Sample B is: [Grades 3-5: “C” and “D”; Grades 6-8: “A” and “C”].

Now turn the page and read Sample C in your test booklet. Then mark the answer you choose. When you have finished Sample C, stop working.

Give students time to answer Sample C and then continue.

The correct answer for Sample C is: [Grades 3-5: “C”; Grades 6-8: “A”].

Are there any questions?

Answer any questions.

Now turn to [Grade 3—page 16, Grade 4—page 16, Grade 5—page 18, Grade 6—page 20, Grade 7—page 20, Grade 8—page 18].

On this page you will see some directions and a reading passage.

You may begin the ELA Reading Test Unit 1.
Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the student’s test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

This concludes the test unit.
If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of the test unit and kept in a secure and locked storage. If any test booklets are missing, a test irregularity must be submitted in PearsonAccessnext.

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc.

After each student has completed the Spring 2022 AASA Special Paper Version (large print) test, the student responses must be entered in TestNav. All student responses must be entered in TestNav prior to the materials being returned to Pearson. Student responses not entered into TestNav by the end of the test window will not be scored.

For Paper-Based Testing schools, all Special Paper Version test responses must be entered into TestNav by April 13, 2022.

All test books must be returned to the Test Coordinator. All test booklets must be stored in secure, locked storage until returned to the Test Coordinator.
Today you will be taking Arizona’s Academic Standards Assessment ELA Reading Test Unit 2.

Do not open your test booklet until I tell you to do so.

Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.

Cell phones, smart watches, or other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.

The ELA Reading test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today’s school day.

Are there any questions?

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

You will use the same test booklet for all ELA test units.

Please check to see that the test booklet in front of you is the same one you used for the previous AASA testing and has your name on the front cover.

Pause while students confirm they have the correct test materials. If any student did not participate in the previous ELA test unit, guide the student through completing the “Student Name,” “Teacher Name,” “School,” and “District” lines on the front of the student’s test booklet.
Today's Reading Test Unit 2 contains several reading passages followed by questions about those passages. You may refer back to the reading passages when answering the questions. You will mark your answers in the test booklet in the designated area for each question. Some of the items may be challenging or unfamiliar to you. Do your best on all items.

Be sure to read each question carefully. Some questions will require you to mark more than one answer.

You may use scratch paper, but you need to record your answers in the test booklet.

When you have finished the ELA Reading Test Unit 2, you will see the Stop sign. Do not go beyond the Stop sign.

When you see the Stop sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.

Be sure to reread your responses and make any necessary edits.

After you test, please be sure that every question in this part of the test booklet is answered. When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test unit.

Are there any questions?

Answer any questions.

Sample of Stop sign:

Open your test booklet to [Grade 3—page 42, Grade 4—page 44, Grade 5—page 44, Grade 6—page 52, Grade 7—page 42, Grade 8—page 52].

On this page you will see directions and a reading passage.

You may begin the ELA Reading Test Unit 2.
Make sure all students have turned to the correct page in their test booklets.

While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the student’s test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

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SAY

This concludes the test unit.

If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.
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Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of the test unit and kept in a secure and locked storage. If any test booklets are missing, a test irregularity must be submitted in PearsonAccessnext.

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc.

After each student has completed the Spring 2022 AASA Special Paper Version (large print) test, the student responses must be entered in TestNav. All student responses must be entered in TestNav prior to the materials being returned to Pearson. Student responses not entered into TestNav by the end of the test window will not be scored.

For Paper-Based Testing schools, all Special Paper Version test responses must be entered into TestNav by April 13, 2022.

All test books must be returned to the Test Coordinator. All test booklets must be stored in secure, locked storage until returned to the Test Coordinator.
Special Paper Version (SPV) Large Print Testing—Scripted Directions for ELA Grade 3 Oral Reading Fluency (ORF): Online Test Recording in TestNav (Test Unit 1)

All Grade 3 students taking a Special Paper Version test must complete the Oral Reading Fluency test unit in TestNav.

The ELA Oral Reading Fluency (ORF) test is administered in one test unit for third grade students only.

When administering the ORF test online in TestNav, the use of a headset with a microphone is required, and it is recommended that the headsets be unidirectional, with noise-cancelling microphones. In addition, the ORF test should be administered in small groups no larger than six students per classroom or computer lab. For more information, please reference the Headphone and Microphone Requirements and the Recommended Seating Arrangements, posted on the AASA website at https://www.azed.gov/assessment/aasa.

Materials required to administer the ELA Oral Reading Fluency (ORF) test online (voice recording in TestNav):

- Electronic or paper copy of the AASA Paper-Based Testing (PBT) Test Administration Directions (This document will contain the large print Special Paper Version instructions for Paper-Based Testing (PBT) schools.)
- A “Testing—Do Not Disturb” sign
- List of students to be tested
- Testing Tickets
- Headsets with microphones – It is recommended that headsets be unidirectional with noise-cancelling microphones

Note: Students will not need their SPV paper testing booklets when completing the ORF test online.

This test unit requires the use of headsets with microphones as the student’s voice recording will be captured in TestNav using the microphone selected during Microphone Set Up. Prior to the test administration, Test Administrators must ensure that headsets are available and in good working order. The volume and sound quality must be sufficient so that all students can easily record their voice and are able to playback their audio recording.
ELA Oral Reading Fluency (ORF) Test Unit 1: Special Paper Version (SPV) Large Print Testing—Scripted Directions for Grade 3 Only: Online Test Recording in TestNav

The ELA ORF test is administered in one part, one test unit for third grade students only.

To begin, the Test Administrator must:

- Launch the TestNav application on each testing device.
- Distribute testing tickets.

Today, you will be taking Arizona’s Academic Standards Assessment ELA Oral Reading Fluency (ORF) test.

For this test unit, you will read three passages out loud. You will use the computer to record your oral reading of these passages.

Cell phones, smart watches, or any other electronic devices are not permitted during the entire test unit. Any student who has a personal electronic device in his or her possession during this test unit may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

Keep your eyes on your own computer. If you have a question or need help during the test, raise your hand, and I will come to you.

The ELA Oral Reading Fluency (ORF) test is timed. You will be given one minute to read each passage out loud. You might not finish reading the whole passage, and that is OK. If you have difficulty with a word, do your best and then move on. Or you can skip the word.

For each passage, once you are ready to begin reading, you will click the red button to start the audio recording and begin reading the passage out loud. Each passage will be recorded as you read. Once the recording ends for a passage, the message “Recording complete.” will display on your screen.

To move on to the next reading passage, you will need to select the blue Next arrow button found at the top of your screen.

Are there any questions?

Answer any questions.
You will see the “Sign In” screen on your computer. You will perform a sound check by clicking on the “Test Audio” link on the Sign In screen.

![Sign In screen](image)

You will put on your headphones. When you hear the sound, remove your headphones for more directions.

If you do not hear the sounds, please raise your hand.

Verify that the students are on the “Sign In” screen on his or her computer.

Assist any students who are unable to hear the audio.

- Check to make sure the headphones are securely plugged into the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted.

If audio issues cannot be resolved, move student to another computer with working audio.

You will now sign into the test, but please do not start testing yet. Please continue to listen to all instructions before you begin. On the Sign-In screen, enter your Username and Password from your testing ticket, then click the Sign In button.

Note: If any student information is incorrect on the testing ticket, the student must not proceed with testing. The student’s information must be corrected in PearsonAccessText and a new testing ticket must be printed for the student.

Verify that all student information is correct and students are signed in.
Now, you will see the Welcome screen. Check that your name appears correctly on the top right corner of the screen.
If your name is not correct, raise your hand, and I will come to you.
If your name appears correctly, click the "Start" button.

Once all students have verified his or her name and any needed assistance has been provided, proceed with the directions.

Next, students will perform a microphone check in TestNav. Headphones must be securely plugged in to the correct jack or USB port. Students will need to record themselves speaking, then they will play the recording back to themselves to see if it sounds good before they proceed to the ORF test.

Now, you will see the “Set Up Your Microphone” screen. Click on the Enable Your Microphone button to proceed to the microphone check screen.

You may receive the following pop-up message on your computer screen: az.testnav.com wants to use your microphone.
If you receive this message, click on the ‘Allow’ button to enable your microphone.
Once all students have enabled their microphone and any needed assistance has been provided, proceed with the directions.

Next, you will see the “Test Your Microphone” screen and a drop-down menu with a listing of available microphones. Check that the appropriate microphone is selected in the drop-down menu.

Once you have selected your preferred microphone, click on the red Record button and follow the instructions on the screen to test your microphone.
Once all students have checked that the preferred microphone is selected, have recorded their voice, and any needed assistance has been provided, proceed with the directions.

Once you have recorded your voice, another “Test Your Microphone” screen will appear with the question “Does it sound good and clear?” Click on the Play (▶) button found right below this question to listen to your voice recording.

If your voice recording sounds good and clear, click on the “Sounds Good” button with the green check mark. Otherwise click on “Sounds Bad” button with the red X and try again. If you need help, raise your hand, and I will come to you.

Move around the room and make sure all students are on the “Test Your Microphone” screen and are listening to their voice recording.

Assist any students who are unable to hear their audio recording.

- **Check to make sure the headphones are securely plugged in to the correct jack or USB port.**
- **If the headphones have a volume control, ensure the volume is not muted.**
- **Ensure that the microphone selected in the "Available microphones" dropdown is not muted.**

If audio and/or microphone issues cannot be resolved, move student to another computer with working audio and microphone.

Verify that all students have completed the microphone check and are ready to proceed with the test.
Once you click on the “Sounds Good” button, you will see the Oral Reading screen. There will be three questions in this Oral Reading Fluency test.

Click the “Start” button to continue.

The students should now be on the Welcome page of the Spring 2022 AASA Test Administration.

Verify that all students are on the Welcome page. Assist those students that may need help. Proceed with the directions once all students are on the Welcome page.

Sample of Welcome page screen:
The available testing tools are located at the top and right hand side of the screen.

- The Previous and Next arrow buttons move you through the test. As you move through the test, some items may take a few seconds to display.
- The User drop down next to your name has background and foreground color, magnifier, line reader mask, zoom, and sign out.

Are there any questions?

Answer any questions.

The ELA Oral Reading Fluency (ORF) test contains three reading passages that will need to be read out loud. Make sure to read the directions.

You will see a red button at the top of the screen for each passage. This red button will need to be selected for each passage.

When you are ready to begin the test, the red button will need to be selected before reading the passage out loud. Start with the first word. After one minute, the recording will end for the passage, and a message “Recording complete.” will display on your screen.

Important: Do not click the square stop button as this will end the recording. If you end the recording, you cannot go back and re-record.

Are there any questions?

Answer any questions.

After each voice recording, you will need to click the blue “Next” arrow to move to the next passage.

Important: Once you click the “Next” button, you cannot go back and re-record.

Now we are going to start the test. Put your headphones on and click on the “Next” button to begin.

While students are testing, move around the room to make sure students are progressing through the test.
The Oral Reading Fluency (ORF) test is estimated to take no more than 15 minutes, including setup time, the microphone check, and the actual test. Therefore, it is recommended that students complete the Oral Reading Fluency (ORF) test without leaving the room for a break. However, if a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks “Sign Out” prior to leaving the room.

When the student returns to the testing room, the student will sign in again and the Test Administrator will need to resume the student’s test. Refer to the PearsonAccessnext User’s Guide for detailed instructions on resuming a student’s test. Once the student’s test is resumed, the student will need to complete the microphone check steps again.

Note: As each student finishes the test, do not allow students to use electronic devices, including cell phones, until after all students are signed out of the test unit.

When the test unit ends:

This concludes the test unit.
If you have finished testing, you may click the “Submit Final Answers” button now.

The student will see the following screen below at the end of the test unit. The student must click on the “Submit Final Answers” button on this screen.
TestNav displays the “Test Submit Warning” screen confirming that the student is ready to exit the test. The warning tells the student that he or she cannot return to the test after clicking the “Yes, Submit Final Answers” button.

![Test Submit Warning](image)

When the student clicks “Yes, Submit Final Answers”, TestNav logs the student out and displays the “Sign Out Complete Page.”

![Sign Out Complete Page](image)

If all students have completed testing, this will end the test unit. Next, click “Sign Out” in the upper-right corner of the TestNav system.

Collect all testing tickets from the students. All testing tickets should be treated as secure documents and must be accounted for at the end of each testing unit and kept in a secure and locked storage. Follow the directions of your Test Coordinator regarding the secure disposal of all testing tickets and used scratch paper. If any test materials are missing, including testing tickets, a test irregularity must be submitted in PearsonAccessnext.

The student’s oral reading must be recorded in TestNav by the end of the test window to be scored.
Special Paper Version (SPV) Large Print Testing—Scripted Directions for Math Grades 3—6 (Test Unit 1 and Test Unit 2)

The Math test is administered in two parts—Test Unit 1 and Test Unit 2.

Additional directions for the Math test:
• For AASA Math Grades 3-6, calculators are NOT permitted for any of the test units.
• Math reference sheets are NOT permitted.

To begin, the Test Administrator must:
• Write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
• Distribute scratch paper and test booklets to students.

Students may use scratch paper during the Math test. However, all student responses must be typed in the test's response space in TestNav. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district's directions.

Math Test Unit 1: Special Paper Version (SPV) Large Print Testing—Scripted Directions for Grades 3—6

SAY

Today you will be taking Arizona’s Academic Standards Assessment Math Test Unit 1.

Do not open your test booklet until I tell you to do so.

Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.

Cell phones, smart watches, or other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.

The Math test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today’s school day.

Are there any questions?

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.
On the front cover of your test booklet, write your name on the line labeled “Student Name.” Complete the lines labeled “Teacher Name,” “School,” and “District” as shown on the board.

Students will use the same test booklet for all Math test units. This information will only need to be completed once for all Math test units.

Once all students have completed the information on the front cover of his/her test booklet, continue with directions.

Today’s Math Test Unit 1 contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.

Some of the items may be challenging or unfamiliar to you. Do your best on all items.

Be sure to read each question carefully. Some questions will require you to mark more than one answer, and some questions will require you to give your response in different ways.

You may use scratch paper, but you need to mark your responses on the response space provided in your test booklet for each question.

When you have finished the Math Test Unit 1, you will see the Stop sign. Do not go beyond the Stop sign.

When you see the Stop sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.

After you test, please be sure that every question in this part of the test booklet is answered. When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test unit.

Are there any questions?

Answer any questions.

Sample of Stop sign:

Stop
Open your test booklet to [Grade 3—page 3, Grade 4—page 3, Grade 5—page 3, Grade 6—page 3].
On this page you will see directions and some sample questions for Math Test Unit 1.

Make sure all students have turned to the correct page in their test booklets.

Note: Math Test Unit 1 will have three sample questions. Students will need to read and mark their answers to these sample questions in their paper test booklet.

We will begin by doing three sample questions. You will mark your answers in your test booklet.
Read Sample A in your test booklet. Then mark the answer you choose. When you have finished with Sample A, stop working.

Give students time to answer Sample A and then continue.

The correct answer for Sample A is: [Grades 3-5: “C”; Grades 6-8: “A”].
Now read Sample B in your test booklet. Then mark the answer you choose. When you have finished Sample B, stop working.

Give students time to answer Sample B and then continue.
The correct answer for Sample B is: [Grades 3-5: 2/8 (2 fraction bar 8); Grades 6-8: 6.36 (six decimal point three six)].

To answer this type of grid-in response question, you must enter your answer in the grid provided. This is only one type of question you will see. Some questions will require you to give your answer in different ways.

When entering responses for grid-in response questions, it is important to consider the following things:

- You may use the digits: 0-9 and the symbols: slash for a fraction bar (/), a decimal (.), and a negative sign (-). You may use up to a total of seven digits and symbols combined.
- On these response grids, blanks are generally ignored. This means that you can left or right justify your response or place it somewhere in the middle.
- The purpose of the boxes above the grid are only to assist you with filling out the bubbles and are not scored.
- Only fill in one bubble per column; any response with more than one bubble in a column will be marked as incorrect.
- You can enter a response as a mixed number or decimal to indicate the solution.
- If the answer for an item is a mixed number, you must leave a space between the whole number and the fraction.

Are there any questions?
Sample of AASA Math grid-in response box:

Now turn the page and read Sample C in your test booklet. Then mark the answer you choose. When you have finished Sample C, stop working.

Give students time to answer Sample C and then continue.

The correct answer for Sample C is: [Grades 3–5: A graph that has the first bar (green) on the graph with a height of 3, the second bar (blue) with a height of 6, the third bar (black) with a height of 12, and the last bar (other) with a height of 24; Grades 6-8: \( m = 2d \) or any equivalent equation].

This is another type of question you will see. Some questions will require you to give your answer in different ways.

Are there any questions?

Answer any questions.

Now turn to [Grade 3—page 6, Grade 4—page 6, Grade 5—page 6, Grade 6—page 6].

Calculators are NOT permitted on this test unit.

You may begin the test.
Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the student’s test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

| SAY | This concludes the test unit. If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time. |

Most students should have had enough time to finish the test during the allotted time. At the end of the test unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of the test unit and kept in a secure and locked storage. If any test booklets are missing, a test irregularity must be submitted in PearsonAccessnext.

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc.

After each student has completed the Spring 2022 AASA Special Paper Version (large print) test, the student responses must be entered in TestNav. All student responses must be entered in TestNav prior to the materials being returned to Pearson. Student responses not entered into TestNav by the end of the test window will not be scored.

For Paper-Based Testing schools, all Special Paper Version test responses must be entered into TestNav by April 13, 2022.

All test books must be returned to the Test Coordinator. All test booklets must be stored in a secure, locked storage until returned to the Test Coordinator.
### Math Test Unit 2: Special Paper Version (SPV) Large Print Testing—Scripted Directions for Grades 3—6

| SAY | Today you will be taking Arizona’s Academic Standards Assessment Math Test Unit 2.  
Do not open your test booklet until I tell you to do so.  
Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.  
Cell phones, smart watches, or other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.  
If you have a question or need help during the test, raise your hand, and I will come to you.  
The Math test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today’s school day.  
Are there any questions? |
|---|

**Answer any questions.**

**Exception:** A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

| SAY | You will use the same test booklet for all Math test units.  
Please check to see that the test booklet in front of you is the same one you used for the previous AASA testing and has your name on the front cover. |
|---|

**Pause while students confirm they have the correct test materials. If any student did not participate in the previous Math test unit, guide the student through completing the “Student Name,” “Teacher Name,” “School,” and “District” lines on the front of the student's test booklet.**
Today’s Math Test Unit 2 contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.

For AASA Math Grades 3-6, calculators are NOT permitted for any of the test units.

Some of the items may be challenging or unfamiliar to you. Do your best on all items.

Be sure to read each question carefully. Some questions will require you to mark more than one answer, and some questions will require you to give your response in different ways.

You may use scratch paper, but you need to record your answers in the test booklet.

When you have finished the Math Test Unit 2, you will see the Stop sign. Do not go beyond the Stop sign.

When you see the Stop sign, you may go back and check your work for this test unit only. You may not go back to any other part of this test booklet at any time.

Be sure to reread your responses and make any necessary edits.

After you test, please be sure that every question in this part of the test booklet is answered. When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test unit.

Are there any questions?

Answer any questions.

Sample of Stop sign:

Open your test booklet to [Grade 3—page 30, Grade 4—page 30, Grade 5—page 32, and Grade 6—page 28].

This is the first page of the Math Test Unit 2. Calculators are NOT permitted on this test unit.

You may begin the test.
Make sure all students have turned to the correct page in their test booklets.

While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the student’s test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

```
SAY
This concludes the test unit.
If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.
```

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of the test unit and kept in a secure and locked storage. If any test booklets are missing, a test irregularity must be submitted in PearsonAccessnext.

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc.

After each student has completed the Spring 2022 AASA Special Paper Version (large print) test, the student responses must be entered in TestNav. All student responses must be entered in TestNav prior to the materials being returned to Pearson. Student responses not entered into TestNav by the end of the test window will not be scored.

For Paper-Based Testing schools, all Special Paper Version test responses must be entered into TestNav by April 13, 2022.

All test books must be returned to the Test Coordinator. All test booklets must be stored in a secure, locked storage until returned to the Test Coordinator.
Special Paper Version (SPV) Large Print Testing—Scripted Directions for Math Grades 7—8 (Test Unit 1 and Test Unit 2)

The Math test is administered in two parts—Test Unit 1 and Test Unit 2.

Additional directions for the Math test:

- For AASA Math Grades 7-8, students will need access to an approved calculator for Test Unit 1 only.
- Calculators are NOT permitted for Math Grades 7-8 Test Unit 2.
- Math reference sheets are NOT permitted for any of the test units.

To begin, the Test Administrator must:

- Write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Distribute scratch paper and test booklets to students.

Students may use scratch paper during the Math test. However, all student responses must be typed in the test's response space in TestNav. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district's directions.

Math Test Unit 1: Special Paper Version (SPV) Large Print Testing—Scripted Directions for Grades 7—8

Today you will be taking Arizona’s Academic Standards Assessment Math Test Unit 1.

Do not open your test booklet until I tell you to do so.

Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.

Cell phones, smart watches, or other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.

The Math test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today’s school day.

Are there any questions?
Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

On the front cover of your test booklet, write your name on the line labeled “Student Name.” Complete the lines labeled “Teacher Name,” “School,” and “District” as shown on the board.

Students will use the same test booklet for all Math test units. This information will only need to be completed once for all Math test units.

Once all students have completed the information on the front cover of his/her test booklet, continue with directions.

Today’s Math Test Unit 1 contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.

Reminder for Math Grades 7-8 Unit 1 only - you may use an approved calculator during this test unit. Calculators are NOT permitted for Math Test Unit 2.

Some of the items may be challenging or unfamiliar to you. Do your best on all items.

Be sure to read each question carefully. Some questions will require you to mark more than one answer, and some questions will require you to give your response in different ways.

You may use scratch paper, but you need to record your answer in the test booklet.

When you finish the Math Test Unit 1, you will see the Stop sign. Do not go beyond the Stop sign.

When you see the Stop sign, you may go back and check your work for this test unit only. You may not go to any other part of this test booklet at any time.

After you test, please be sure that every question in this part of the test booklet is answered. You may not go back to any other part of this test booklet at any time. When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test unit.

Are there any questions?
Answer any questions.

Sample of Stop sign:

Open your test booklet to [Grade 7—page 3, Grade 8—page 3].
On this page you will see directions and some sample questions for Math Test Unit 1.
Calculators ARE permitted on this test unit.

Make sure all students have turned to the correct page in their test booklets.

Note: Math Test Unit 1 will have three sample questions. Students will need to read and mark their answers to these sample questions in their paper test booklet.

We will begin by doing three sample questions. You will mark your answers in your test booklet.
Read Sample A in your test booklet. Then mark the answer you choose.
When you have finished with Sample A, stop working.

Give students time to answer Sample A and then continue.

The correct answer for Sample A is: [Grades 6-8: “A”].
Now read Sample B in your test booklet. Then mark the answer you choose. When you have finished Sample B, stop working.

Give students time to answer Sample B and then continue.
The correct answer for Sample B is: [Grades 6-8: 6.36 (six decimal point three six)].

To answer this type of grid-in response question, you must enter your answer in the grid provided. This is only one type of question you will see. Some questions will require you to give your answer in different ways.

When entering responses for grid-in response questions, it is important to consider the following things:

- You may use the digits: 0-9 and the symbols: slash for a fraction bar (/), a decimal (.), and a negative sign (-). You may use up to a total of seven digits and symbols combined.
- On these response grids, blanks are generally ignored. This means that you can left or right justify your response or place it somewhere in the middle.
- The purpose of the boxes above the grid are only to assist you with filling out the bubbles and are not scored.
- Only fill in one bubble per column; any response with more than one bubble in a column will be marked as incorrect.
- You can enter a response as a mixed number or decimal to indicate the solution.
- If the answer for an item is a mixed number, you must leave a space between the whole number and the fraction.

Are there any questions?
Now turn the page and read Sample C in your test booklet. Then mark the answer you choose. When you have finished Sample C, stop working.

Give students time to answer Sample C and then continue.

The correct answer for Sample C is: [Grades 6-8: “m = 2d” or any equivalent equation].

This is another type of question you will see. Some questions will require you to give your answer in different ways.

Are there any questions?

Answer any questions.

Now turn to [Grade 7—page 6, Grade 8—page 6].

Calculators ARE permitted on this test unit.

You may begin the test.
Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the student’s test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

<table>
<thead>
<tr>
<th>SAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>This concludes the test unit.</td>
</tr>
<tr>
<td>If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.</td>
</tr>
</tbody>
</table>

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of the test unit and kept in a secure and locked storage. If any test booklets are missing, a test irregularity must be submitted in PearsonAccessnext.

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc.

After each student has completed the Spring 2022 AASA Special Paper Version (large print) test, the student responses must be entered in TestNav. All student responses must be entered in TestNav prior to the materials being returned to Pearson. Student responses not entered into TestNav by the end of the test window will not be scored.

For Paper-Based Testing schools, all Special Paper Version test responses must be entered into TestNav by April 13, 2022.

All test books must be returned to the Test Coordinator. All test booklets must be stored in a secure, locked storage until returned to the Test Coordinator.
Today you will be taking Arizona’s Academic Standards Assessment Math Test Unit 2.

Do not open your test booklet until I tell you to do so.

Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.

Cell phones, smart watches, or other electronic devices are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.

The Math test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today’s school day.

Are there any questions?

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

You will use the same test booklet for all Math test units.

Please check to see that the test booklet in front of you is the same one you used for the previous AASA testing and has your name on the front cover.

Pause while students confirm they have the correct test materials. If any student did not participate in the previous Math test unit, guide the student through completing the “Student Name,” “Teacher Name,” “School,” and “District” lines on the front of the student’s test booklet.
Today’s Math Test Unit 2 contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.

Calculators are NOT permitted on Math Test Unit 2.

Some of the items may be challenging or unfamiliar to you. Do your best on all items.

Be sure to read each question carefully. Some questions will require you to mark more than one answer, and some questions will require you to give your response in different ways.

You may use scratch paper, but you need to record your answers in the test booklet.

When you have finished the Math Test Unit 2, you will see the Stop sign. Do not go beyond the Stop sign.

When you see the Stop sign, you may go back and check your work for this test unit only. You may not go back to any other part of this test booklet at any time.

Be sure to check your responses and make any necessary edits.

After you test, please be sure that every question in this part of the test booklet is answered. When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test unit.

Are there any questions?

Answer any questions.

Sample of Stop sign:

Stop

Open your test booklet to (Grade 7—page 30, Grade 8—page 30].

This is the first page of the Math Test Unit 2.

Calculators are NOT permitted on this test unit.

You may begin the test.
While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test book and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the student’s test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:

```
SAY
This concludes the test unit.
If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.
```

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of the test unit and kept in a secure and locked storage. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess®next.

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc.

After each student has completed the Spring 2022 AASA Special Paper Version (large print) test, the student responses must be entered in TestNav. All student responses must be entered in TestNav prior to the materials being returned to Pearson. Student responses not entered into TestNav by the end of the test window will not be scored.

For Paper-Based Testing schools, all Special Paper Version test responses must be entered into TestNav by April 13, 2022.

All test books must be returned to the Test Coordinator. All test booklets must be stored in a secure, locked storage until returned to the Test Coordinator.
Preparing to Enter Responses into TestNav

Districts may review students in PearsonAccess\textsuperscript{next} after the initial student upload. The Student Registration Information file does not include information regarding IEP/504 Plan requirements or accommodations. Preparing a Session in PearsonAccess\textsuperscript{next} is the action that links the students in the Session with their assigned form in TestNav.

All students that need a Special Paper Version test must be assigned a Special Paper Version Test Accommodation in PearsonAccess\textsuperscript{next}. All students that have a Special Paper Version Accommodation will be registered by ADE in a Special Paper Version test session. Any questions regarding the Special Paper Version Test Accommodation should be referred to the Test Coordinator.

Starting a Session and Unlocking Student Tests in PearsonAccess\textsuperscript{next}

Once all students have been assigned to a Special Paper Version test session in PearsonAccess\textsuperscript{next}, the Test Coordinator or Test Administrator may begin preparing for testing. Prior to the test day, the test session resources must be accessed from PearsonAccess\textsuperscript{next}.

On testing day, a test session must be started, and students tested with a Special Paper Version test must be unlocked by the Test Administrator in PearsonAccess\textsuperscript{next}. This must be done prior to signing into TestNav with the students’ credentials supplied in the testing ticket. Refer to PearsonAccess\textsuperscript{next} User’s Guide for detailed instructions on how to approve students for testing.

Testing Tickets

Testing tickets are an available resource in PearsonAccess\textsuperscript{next}. Testing tickets contain the students’ information that is required for the Test Administrator to log into TestNav as the student.

![](sample_testing_ticket.png)
Signing Into TestNav

When it is time to enter the student responses, the Test Administrator will sign into TestNav as the student, using the information provided on the testing ticket. The Arizona Sign In screen should be visible. The Test Administrator should have the testing ticket from PearsonAccessNext ready to sign into the Spring 2022 AASA test as the student.

![TestNav Arizona Sign In Screen](image)

On the Sign In screen, the Test Administrator will enter the students’ Username and Password as provided on the Testing Ticket, then will click the Sign In button.

Once signed in, make sure the student’s name appears in the top right corner of the screen.

**Note:** If any student information is incorrect, you must not proceed. Contact the Test Coordinator.

The Test Administrator will see the TestNav User Welcome Screen.

![TestNav Welcome Screen](image)

Click the "Start" button.
Now the Test Administrator will see the following screen. This screen will be specific to the Content Area and Test Unit administered to the student. Click the “Start” button to continue.

The next screen will be the Welcome page. This screen will be specific to the **Grade, Content Area, and Test Unit** administered to the student. At the header bar, the Test Administrator will see the different buttons available to use throughout the test.

The first three questions will relate to information about the Test Administration and key entry. The Test Administrator will first respond to these questions and then proceed to entering the student responses from the test booklet into the online test in TestNav.

**When transcribing responses into TestNav, it is important to note the following:**

- The student’s Special Paper Version (SPV) test booklets, before the beginning of the ELA Reading Test Unit/Part 1 and Math Test Unit/Part 1 will contain sample questions. These sample questions will not be present on the online test in TestNav and these student responses will not need to be transcribed into TestNav.

- The item number sequencing on the Special Paper Version form differs from the online test. When key entering student responses into TestNav for Unit 2, the items in the test booklet will have continuous numbering from Unit 1, but in TestNav, the item numbering will restart at 1. Please take care to ensure the student responses are being entered into the correct item for scoring.
Entering Student Responses into TestNav

The student response from their Special Paper Version test book must be entered in TestNav by typing the student response into the designated space provided in TestNav.

Once the student responses have been entered, the Test Administrator will see the End of Section screen for the corresponding Content Area and Test Unit administered to the student. This screen shows the test unit has been completed, as well as the number of unanswered questions, questions answered, and bookmarked questions. After the Test Administrator leaves the test unit, they cannot go back to the test unit.

Note: Once the Test Administrator clicks the Submit Final Answers button, the Test Administrator will see the Test Submit Warning. This warning confirms that he or she is ready to exit the test. The warning also informs the Test Administrator that he or she cannot return to the test after clicking the Yes, Submit Final Answers button. To submit the final response, click on the Yes, Submit Final Answers button.
When the Test Administrator clicks Yes, Submit Final Answers, TestNav logs them out and displays the Sign Out Complete Page.

![Sign Out Complete Page]

**After Testing**

Special Paper Version tests must be returned to the District Test Coordinator.
How to complete the Student Demographic Page (Back cover of the test booklet)

Student Pre-ID labels were shipped as part of the Spring 2022 AASA test materials to Paper-Based Testing (Schools). Student Pre-ID labels should only be used if the provided information on the label is current and correct. Pre-ID labels should not be used on Special Paper Version (large print) test booklets. Student demographic information for students taking the Special Paper Version tests will be recorded electronically in PearsonAccessnext.

- If the Pre-ID label is correct, do not complete the demographic data information on the back of the test booklet except for the Accessibility Tools box (accessibility tools used by the student while testing), if necessary.
- If information on the Pre-ID label is incorrect, do not use the label. The student demographic information on the back cover of the test booklet must be completed.

Additional and new Pre-ID labels are NOT available, and you may not create your own Pre-ID labels. Students who do not have a Pre-ID label must have their student demographic information bubbled in on the paper test booklet. For Special Paper Version (SPV) Tests, the student demographic information will be captured in PearsonAccessnext.

If it is necessary to fill in the student demographic information on the back page of the test booklet, this page is to be filled in by the school or district personnel. Follow these instructions for completing the student’s demographic information on this page:

A. Last Name, First Name, and Middle Initial –

Using the student’s name as it appears in AzEDS, print the student’s last name in the row of boxes under the section for “Last Name.” Print only one letter in each box, beginning in the first box on the left. If there are not enough boxes for all of the letters in the student’s last name, leave off the letters at the end.

Using the student’s name as it appears in AzEDS, print the student’s first name in the row of boxes under the section for “First Name.” Print only one letter in each box, beginning in the first box on the left. If there are not enough boxes for all of the letters in the student’s first name, leave off the letters at the end.

Using the student’s name as it appears in AzEDS, print the first letter of the student’s middle name in the box under the section for “M.” Leave the box blank if the student does not have a middle name. Fill in the appropriate bubble in the column under each letter in the student’s name. If there are any blank boxes, fill in the empty bubbles at the top of the column.

B. SSID Number –

When key entering the SSID number in PearsonAccessnext, the SSID must be 11 digits long. Add leading zeros to the student’s SSID number. Example: 00012345678
C. Birth Date –
In the section that says “Birth Date,” fill in the bubbles for the Month, the Day, and the Year for the student’s date of birth. For example, if the student was born August 13, 2013, fill in the bubble for the month of August designated by “AUG” in the “Month” column, the bubbles for 1 and 3 in the “Day” columns, and the bubbles for 1 and 3 in the “Year” columns.

D. Gender –
In the section that says “Gender,” fill in the bubble that corresponds to the student’s gender.

E. Ethnicity/Race –
In the section that says “Ethnicity/Race,” fill in the “Yes” or “No” bubble for “Hispanic or Latino,” then fill in the bubble(s) that corresponds to the student’s race. More than one bubble may be filled.

F. Accommodations –
Universal tools for accessibility are available for all students who take the AASA. These tools are Test accommodations and are available for students with disabilities. These accommodations are available for students and with an Individualized Education Program (IEP) or 504 Plan as determined by the Americans with Disabilities Act (ADA). Test administration must adhere to a student’s need for specific testing conditions or accommodations. In this section, for students that require testing accommodations, fill in one or more bubbles as applicable – Adult Transcription, Assistive Technology, Read Aloud Test Content, Sign Test Content, and Simplified Directions. If testing accommodations do not apply to the student, this box should be left blank.

G. Other Information –
Leave this box blank unless special instructions are provided by the Achievement District Test Coordinator.

H. For Pearson Use Only –
Leave this box blank. This box is for Pearson internal use only.
Student Demographic Sheet (Back page of the test booklet)
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.