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General Testing Information

Arizona’s Academic Standards 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.

The AASA tests are standardized exams and must be administered exactly as directed in the Spring 2022 AASA Test Coordinator’s Manual (TCM) and the corresponding Spring 2022 AASA Test Administration Directions (TAD) for Computer-Based Testing (CBT) or Paper-Based Testing (PBT) schools. Achievement District Test Coordinators must review the Spring 2022 AASA Test Coordinator’s Manual and the Spring 2022 AASA Test Administration Directions well in advance of training School Test Coordinators and Test Administrators and before administering the tests. Achievement District Test Coordinators are responsible for ensuring the appropriate and correct administration of the AASA in all schools within the district or under the same charter.

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. An online dictionary and thesaurus are available to students within the online test. Commercially published paper dictionaries and commercially published paper thesauruses must be available for student use during the paper-based Writing test unit.

Students may use scratch paper during all ELA and Math test units, but their responses must be entered in the space provided, in the test booklet for Paper-Based Testing or in TestNav for Computer-Based Testing, 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.

The computer-based test will include an embedded calculator in the units of the test where a calculator is permitted. 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. Computer-Based Testing schools must administer 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 online 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 website at https://www.azed.gov/assessment/aasa.
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 online in TestNav. Administering the ORF using a telephone requires a one-to-one administration with each student. More information about lithocodes and the telephone ORF administration can be found in the Quick Guide—Grade 3 Testing for the AASA Operational Spring 2022 Test Administration posted in PearsonAccessnext. Also found in this Quick Guide is information about steps required for Paper-Based Testing schools to switch from telephone to online administration of the ORF test unit.

All students who are administered a Special Paper Version test, whether at a Computer-Based Testing school or a Paper-Based Testing school, will be administered the ORF test online in TestNav.

**Available Resources for the Test**

To provide the appropriate oversight of all Spring 2022 AASA testing, Achievement District Test Coordinators must be familiar with the content of this manual and the content of the following additional resources:

- *Spring 2022 AASA Test Administration Directions (TAD)*—Computer-Based Testing (CBT) schools will receive the *CBT TAD* and Paper-Based Testing (PBT) schools will receive the *PBT TAD*. In this manual, both of these documents will be referred to as *Test Administration Directions (TAD)*.
- *PearsonAccessnext User’s Guide*
- *TestNav Online User’s Guide*  
  https://support.assessment.pearson.com/TN/testnav-system-requirements-18613791.html

Electronic copies of these documents are available in the “Support > Documentation” section of PearsonAccessnext ([https://az.pearsonaccessnext.com](https://az.pearsonaccessnext.com)). Paper copies of the *Spring 2022 AASA Test Coordinator’s Manual (TCM)* and the *Spring 2022 AASA Test Administration Directions (TAD)*—for Computer-Based Testing (CBT) schools and Paper-Based Testing (PBT) schools are shipped as part of the initial test materials distribution and can also be requested during the Additional Order window. The Additional Order window for Computer-Based Testing schools is March 25, 2022 – April 22, 2022. Schools taking the Paper-Based Test will have a different Additional Order window, March 25, 2022 – April 6, 2022.
Responsibilities of the Achievement District Test Coordinator

The Achievement District Test Coordinator is responsible for the correct administration of the AASA testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct Computer-Based Test or Paper-Based Test assessments in the schools. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators. However, the Achievement District Test Coordinator assumes ultimate responsibility.

Responsibilities of the Achievement District Test Coordinator include:

Before Testing

☐ Complete Achievement testing pre-test training.
☐ Submit to Arizona Department of Education (ADE) a copy of the Test Coordinator and Security Agreement.
☐ Train Test Administrators on test administration procedures, test security procedures, and Test Administrator responsibilities.
☐ Obtain and locally store signed copies of the Achievement Tests Staff Security Agreement Form for all staff members who handle test materials.
☐ Verify student enrollments in PearsonAccessnext from ADE’s upload of students, and add student enrollments, as needed.
☐ Submit documentation to ADE for any students who require a Special Paper Version (SPV) test.
☐ Ensure that all appropriate school personnel have access to PearsonAccessnext with the correct user role.
☐ Implement and maintain security procedures within the district/charter and school(s).
☐ Schedule testing activities within the district or charter schools.
☐ Communicate the schedule to Test Administrators and district/charter personnel, as applicable.
☐ Distribute testing materials to school sites.
☐ Work with Test Administrators to prepare sites where testing will take place by removing or covering visual aids and printing “Testing-Do Not Disturb” signs for doors.
☐ Arrange for a sufficient supply of scratch paper, pencils, and erasers.
☐ Follow up on questions from School Test Coordinators, Technology Coordinators, and Test Administrators by contacting either Pearson or ADE, if needed.
☐ Save the test materials shipping boxes to use for returning Paper-Based Test and/or SPV test materials to Pearson at the end of the testing window.
Before Testing— Additional Responsibilities for Computer-Based Testing (CBT)

☐ Ensure PearsonAccess<sup>next</sup> access for all appropriate users.
☐ Ensure that devices to be used for testing are ready.
☐ Train Test Administrators on online testing administration procedures.
☐ Ensure that Test Administrators and students have had appropriate practice with the AASA Sample Tests.
☐ Prepare and securely store test tickets for students.

Before Testing— Additional Responsibilities for Paper-Based Testing (PBT)

☐ Receive test materials.
☐ Inventory test materials upon arrival and, if needed, order additional materials.
☐ Apply Pre-ID Labels to test booklets.
☐ For any student who does not have a Pre-ID Label, ensure that the student demographic information on the paper test booklet has been bubbled in.
☐ Arrange for a supply of commercially published paper dictionaries and commercially published paper thesauruses for use on the AASA ELA Writing tests only.
☐ Arrange for a supply of appropriate calculators for use, when permitted, on Math tests only (Grades 7 and 8, Math part/unit 1 only).

Before Testing— Additional Responsibilities for Special Paper Version Tests

☐ Submit a request for a Special Paper Version (SPV) test to ADE, if necessary. For more information about submitting SPV test requests, please see ADE’s 2021-2022 Special Paper Version Test Request Process document at https://www.azed.gov/assessment/achievement-dtc.
☐ Ensure that Test Administrators are familiar with instructions for administering SPV tests, which are included in the Spring 2022 AASA Test Administration Directions and the Spring 2022 AASA Test Administration Directions for Special Paper Version: Braille. This includes transfer of student responses from SPV tests into TestNav by the end of the test window.
☐ Ensure PearsonAccess<sup>next</sup> access for users who will transfer student responses from SPV test booklets into TestNav.
During Testing

☐ Ensure that test security procedures and test administration procedures are followed.

☐ Maintain an accurate inventory of all test materials throughout the test administration window.

☐ Check out all test materials (*AASA Test Administration Directions*, Student test booklets, SPV test materials, and student testing tickets) to School Test Coordinators and Test Administrators prior to test administration. Testing materials must be stored in a secure locked area with the District/School Test Coordinator when they are not being used.

☐ For any needed testing accommodations, School Test Coordinators and qualified Test Administrators must be familiar with the features available during testing, ensure that they are functioning appropriately, and document the use of permitted accommodations.

☐ Continuously monitor assessment activities at all school and district testing sites.

☐ Maintain a record for all testing units that includes the time and date of the testing unit, the name of the Test Administrator, the test administered, and the names of all participating students.

☐ Ensure that all School Test Coordinators, Technology Coordinators, and Test Administrators are following test security protocols for secure items.

☐ Monitor online testing completion using PearsonAccessnext.

☐ Report any testing improprieties to ADE.

During Testing— Additional Responsibilities for Computer-Based Testing (CBT)

☐ Monitor Test Completion and Manage Testing in PearsonAccessnext.

During Testing— Additional Responsibilities of Paper-Based Testing (PBT)

☐ Maintain an accurate inventory of all test materials throughout the test administration window.

☐ Check out test booklets to the Test Administrators at the beginning of each day of testing.

☐ Check in test booklets from the Test Administrators at the end of each day of testing.

☐ Maintain a record for all testing units that includes the time and date of the testing unit, the name of the Test Administrator, the test administered, and the names of all participating students.

During Testing—Additional Responsibilities for Special Paper Version Tests

☐ Ensure the School Test Coordinator or qualified Test Administrator has a working computer, laptop, or other electronic testing device with the TestNav application downloaded, which will be used in conjunction with the student Special Paper Version test booklet.

☐ Test Administrators may NOT begin testing the student until all Special Paper Version testing materials have been received and the Test Administrator has read the entire Test Administration Directions.

☐ Verify that students with Special Paper Version tests have their responses entered EXACTLY as the student recorded on the Special Paper Version test booklet into the TestNav system by a qualified Test Administrator or the School Test Coordinator.

☐ Monitor test completion and Manage Testing in PearsonAccessnext to ensure that all Special Paper Version forms are key entered into TestNav before the end of the test window.
After Testing

- Ensure the secure disposal of scratch paper and testing tickets at the school or district.
- Ensure the local disposal of the *Spring 2022 AASA Test Coordinator’s Manual* and the *Spring 2022 AASA Test Administration Directions*.
- If the school requested Braille SPV tests, the *Spring 2022 AASA Test Administrations Directions for Special Paper Version: Braille* should be returned with the nonscorable test materials, along with all components of Braille kits received, with the exception of Sticky Dots and Wikki Stix.

**After Testing—Additional Responsibilities for Paper-Based Testing (PBT)**

- Ensure that student responses for students who used assistive technology as an accommodation have been transferred to a standard test booklet.
- Ensure that student responses from contaminated test materials have been transferred to clean test booklets.
- Destroy and document contaminated test materials.
- Separate the used Scorable student test booklets from the unused student test booklets and other Nonscorable test materials.
- Inventory all AASA Scorable student test booklets and Nonscorable testing materials, including the unused student test booklets.
- Complete the orange-colored scannable Header Sheets. Additional blank orange-colored scannable Header Sheets are available to order through PearsonAccessnext.
- Complete the *School Header List*.
- Complete the AASA *School Materials Return Inventory Sheet*.
- Box the materials for return shipping as instructed in this manual. Important: Do not mix Scorable and Nonscorable materials in the same box.
- Keep any extra orange and green return inbound labels and UPS shipping labels in case you need them to return missing materials.
- Contact UPS or XPO Logistics Freight (or other assigned freight carrier) to arrange for pickup of test materials.
  - If you received your boxes by UPS Ground, you will return them by UPS Ground using the UPS labels provided. The same applies to XPO Logistics Freight (or other assigned freight carrier): if you received your boxes by XPO Logistics Freight (or other assigned freight carrier), you will return them by XPO Logistics Freight (or other assigned freight carrier) using the two Bill of Ladings (BOLs) provided.
- Ensure all Scorable and Nonscorable test materials are picked up by UPS no later than April 14, 2022.
After Testing— Additional Responsibilities for Special Paper Version Tests for Paper-Based Testing Schools

☐ Ensure that all student responses for Special Paper Version tests are transferred into TestNav by the Test Administrator by April 13, 2022, the final day of the PBT testing window.

☐ Ensure the local disposal of the Spring 2022 AASA Test Administration Directions.

☐ Ensure that all Special Paper Version test materials are picked up by UPS or XPO Logistics Freight (or other assigned freight carrier) no later than April 14, 2022. Special Paper Version test materials are to be returned to Pearson as Nonscorable materials.

Additional Responsibilities for Special Paper Version Tests for Computer-Based Testing Schools

☐ Ensure that all student Writing responses for Special Paper Version tests are transferred into TestNav by the Test Administrator by April 15, 2022.

☐ Ensure that all Reading and Math responses are transferred into TestNav by April 29, 2022.

☐ Ensure the local disposal of the Spring 2022 AASA Test Coordinator’s Manual and the Spring 2022 AASA Test Administration Directions

☐ If the school requested Braille SPV tests, the Spring 2022 AASA Test Administrations Directions for Special Paper Version: Braille should be returned with the nonscorable test materials, along with all components of Braille kits received, with the exception of Sticky Dots and Wikki Stix.

☐ Ensure that all Special Paper Version test materials are picked up by UPS or XPO Logistics Freight (or other assigned freight carrier) no later than May 2, 2022.

Procedures for Test Administration

Students to Be Tested

Arizona students in grades 3—8 will participate in AASA testing. Students must take the grade level Math and ELA tests.

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 AASA. Achievement District Test Coordinators should work with Alternate Assessment District Test Coordinators and with the appropriate district or charter school staff to ensure that students who have alternate assessments designated in their IEP are not administered the AASA.
Test Administration Schedule

The Achievement District Test Coordinator is responsible for communicating this schedule to the appropriate school and district personnel, including Test Administrators, students, and parents/guardians. 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. The tables in this section list the test administration schedules and guidelines for Computer-Based Testing and Paper-Based Testing.

- A test unit must be completed by the end of the regularly scheduled school day.
- Six test units must be administered to grade 3 students. The ELA test consists of Writing, Reading (two parts/units), and Oral Reading Fluency. The Math test consists of two parts/units.
- Five test units must be administered to grades 4–8 students. The ELA test consists of Writing and Reading (two parts/units). The Math test consists of two parts/units.
- The Writing test unit must be administered first.
- Writing must be administered on a separate test day than Reading and Math.
- Reading and Math test units can be administered in any order, but no more than two test units plus the Oral Reading Fluency unit (Grade 3) can be administered on a single day.
- When two test units are scheduled on the same day, there must be a significant break between units.
- Testing days do not have to be consecutive days, and ELA testing days are not necessarily the same days as the Math testing days.
- AASA assessments are untimed.

Additional Schedule Information for Testing

- For Computer-Based testing, students taking the same test within the same school are not required to test on the same day.
- For Paper-Based testing, students taking the same test within the same school must test on the same day.
- For Special Paper Version testing, all student responses from a Special Paper Version test must be transferred into TestNav per the Computer-Based Testing or Paper-Based Testing schedule as listed below.
### Spring 2022 Computer-Based Testing and SPV tests transferred into TestNav for CBT 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>Grade 3–8</td>
<td>April 4, 2022</td>
<td>April 15, 2022</td>
</tr>
<tr>
<td>ELA Oral Reading Fluency (ORF) (1 test unit)</td>
<td>Grade 3 only</td>
<td>April 4, 2022</td>
<td>April 29, 2022</td>
</tr>
<tr>
<td>ELA Reading (2 test units)</td>
<td>Grade 3–8</td>
<td>April 4, 2022</td>
<td>April 29, 2022</td>
</tr>
<tr>
<td>Math (2 test units)</td>
<td>Grade 3–8</td>
<td>April 4, 2022</td>
<td>April 29, 2022</td>
</tr>
</tbody>
</table>

Computer-Based Testing schools must have student writing responses from SPV tests for the ELA Writing test unit transferred into TestNav by April 15. Student responses for all other ELA and Math test units from SPV tests must be transferred into TestNav by April 29.

### 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>Grade 3–8</td>
<td>April 4, 2022</td>
<td>April 13, 2022</td>
</tr>
<tr>
<td>ELA Oral Reading Fluency (ORF) (1 test unit)</td>
<td>Grade 3 only</td>
<td>April 4, 2022</td>
<td>April 13, 2022</td>
</tr>
<tr>
<td>ELA Reading (2 test units)</td>
<td>Grade 3–8</td>
<td>April 4, 2022</td>
<td>April 13, 2022</td>
</tr>
<tr>
<td>Math (2 test units)</td>
<td>Grade 3–8</td>
<td>April 4, 2022</td>
<td>April 13, 2022</td>
</tr>
</tbody>
</table>

Paper-Based Testing schools must have student responses from SPV tests transferred into TestNav by April 13.
### 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><strong>ELA Writing</strong> (First test unit)*</td>
<td>ELA Writing, Test Unit 1 only</td>
<td>60-90 minutes</td>
</tr>
<tr>
<td>(1 test unit—First test unit for Grades 3-8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ELA Oral Reading Fluency (ORF)</strong>**</td>
<td>ELA Oral Reading Fluency, Test Unit 1 only</td>
<td>15 minutes</td>
</tr>
<tr>
<td>(1 test unit—Applies only to Grade 3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ELA Reading</strong> (2 test units)</td>
<td>Reading, Test Unit 1</td>
<td>45-75 minutes</td>
</tr>
<tr>
<td></td>
<td>Reading, Test Unit 2</td>
<td>45-75 minutes</td>
</tr>
<tr>
<td><strong>Math</strong> (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 Writing must be administered for grades 3-8.

**Grade 3 Oral Reading Fluency (ORF) must be administered to Grade 3 only.

- CBT schools will administer the ORF test unit online in TestNav in small groups (no more than 6 students testing at one time).
- PBT schools will have option to administer the ORF test unit one-on-one with students using a landline speaker telephone with a keypad or online in TestNav in small groups (no more than 6 students testing at one time).
- All Grade 3 students taking an SPV test will be administered the ORF test online in TestNav.

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 can be administered on the same day.

No more than two test units, plus the Oral Reading Fluency 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.

A test unit must be completed on the day the test unit is started.
Testing Locations

AASA tests are to be administered at Arizona schools. Schools administering AASA tests at locations other than school property, such as a public library, hotel meeting room, or conference center, must provide addresses for all such off-site test locations to AASA@azed.gov. AASA tests may be administered in a home or hospital setting for a single student without notifying ADE. AASA tests cannot be administered outside of the state of Arizona.

The Achievement District Test Coordinator is responsible for determining the suitability of each testing room. Each testing room must provide a comfortable and distraction-free environment. Seating should be arranged so that students are not tempted to look at the responses of others. All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.

Required Test Materials

Materials Received in Initial Shipment

Achievement District Test Coordinators are responsible for ensuring that each testing room location, each School Test Coordinator, and each Test Administrator has the appropriate test materials to administer the AASA correctly. Most of the required test materials will be shipped to the Achievement District Test Coordinator by the test vendor, Pearson. Some of the required test materials must be provided by the schools.

Pearson will provide the following test materials for the AASA administration to Computer-Based Test and Paper-Based Test schools:

- Spring 2022 AASA Test Administration Directions (TAD)
- Spring 2022 AASA Test Coordinator's Manual (TCM)

Additionally, Pearson will provide the following test materials for the AASA administration to Paper-Based Test schools based on ADE-provided enrollments in PearsonAccessnext:

- AASA Grades 3-8 Regular Paper test booklets (for paper testing schools)
- AASA Orange-colored Header Sheets
- AASA School Header List
- Pre-ID Labels
- Pre-ID Rosters
- Materials necessary to package the Scorable and Nonscorable test materials for return to Pearson
If needed, additional test materials and additional return materials may be ordered via PearsonAccessnext during the Additional Order window:

- Paper-Based test materials additional order window: March 25, 2022 – April 6, 2022
- Computer-Based Test and SPV test materials additional order window: March 25, 2022 – April 22, 2022
- Return materials additional order window: March 25, 2022 – April 29, 2022

Additional orders will be reviewed and approved by ADE. For instructions on how to place an additional order, please refer to the PearsonAccessnext User Guide.

**Note:** In Spring 2022, Special Paper Version test kits will NOT be included in the initial shipment of materials. ADE will place an order at the beginning of the Additional Order window for any approved Special Paper Version tests.

**School-Provided Materials**

**Computer-Based Testing (CBT) schools must provide the following test materials:**

- Headphones or earbuds for students
- For the ORF test unit, headsets with microphones are required. It is recommended that headsets be unidirectional, with noise-cancelling microphones.
- Pencils, erasers, and scratch paper (plain, lined, or graph)
- Student testing devices such as computers, laptops, or iPads with TestNav downloaded
- A computer, laptop, tablet, Chrome Book, or iPad, etc., for the Test Administrator to administer the test
- Student testing tickets printed from PearsonAccessnext
- Sign in/out log for restroom breaks
- A “Testing—Do Not Disturb” sign
Paper-Based Testing (PBT) schools must provide the following test materials:

- Pencils, erasers, and scratch paper (plain, lined, or graph)
- Sign in/out log for restroom breaks
- A “Testing—Do Not Disturb” sign
- Landline speaker telephone with a keypad for Grade 3 Oral Reading Fluency (ORF) student voice recording. PBT Schools will have the option to take the Grade 3 Oral Reading Fluency (ORF) test unit online using TestNav. If PBT Schools will be taking the Oral Reading Fluency (ORF) test online, then the following test materials will be needed for this test unit:
  - Headsets with microphones (it is recommended that headsets be unidirectional, with noise-cancelling microphones)
  - Student testing devices such as computers, laptops, or iPads with TestNav downloaded
  - A computer, laptop, tablet, Chrome Book, or iPad, etc., for the Test Administrator to administer the test
  - Student testing tickets printed from PearsonAccessnext
- Commercially published paper dictionaries and commercially published paper thesauruses for use on ELA Writing only
- Appropriate calculators for Math Grades 7-8 tests only. (Scientific calculator permitted on AASA Math Part/Unit 1 only. No calculators permitted on AASA Math Part/Unit 2.)
AASA Calculator Policy

Calculators are permitted on 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.

<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. The Desmos Scientific calculator is embedded in the online AASA Math Part 1 test.</td>
</tr>
</tbody>
</table>

Additional Calculator Guidance

The applicable portion of the Computer-Based assessment will include the acceptable online version of an approved calculator. Providing handheld calculators is not a requirement for schools choosing the Computer-Based assessment. However, students may use an acceptable handheld calculator in addition to, or instead of, the online calculator.

No laptop, tablet, or phone-based calculators may be used during the AASA unless they are accessed through the TestNav App installed on the device. Students are not allowed to share calculators during a testing unit.
Test Security

All districts and charters administering the AASA must have an Assessment Test Coordinator and Security Agreement on file with ADE.

All school/district/charter personnel who will have access to the AASA test materials must sign an Achievement Tests Staff Security Agreement Form for school year 2021-2022. This includes, but is not limited to, warehouse personnel, Achievement District Test Coordinators, School Test Coordinators, Test Administrators, Proctors, Technology Coordinators, School Administrators, and District/Charter Administrators. These signed Achievement Tests Staff Security Agreement forms are to be kept on file at the district or charter for six years.

The Achievement Tests Staff Security Agreement Form is available to Achievement District Test Coordinators online at the ADE District Test Coordinators webpage at https://www.azed.gov/assessment/achievement-dtcs.

Achievement District Test Coordinators are responsible for establishing and enforcing test security procedures. These procedures must comply with the Achievement Tests Staff Security Agreement Form, test security guidance provided during the Achievement testing pre-test training, and the Arizona State Board of Education Rule regarding test security. Guidance on test security is also included in the Spring 2022 AASA Test Administration Directions.

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

Student Confidentiality

An important aspect of test security is maintaining student privacy. Federal law (the Family Educational Rights and Privacy Act, known as FERPA) prohibits the public disclosure of student information or test results. The following are examples of prohibited practices:

- Providing TestNav login information (username and password) to other authorized TestNav users or to unauthorized individuals
- Giving students the wrong login information (username and password) during the sign in process, causing students to sign into TestNav and test under another student’s information
- Misusing testing tickets or Pre-ID Labels

Only students may sign into their online test unit. Test Administrators, Proctors, or other staff may not sign into TestNav using a student’s login information. However, Test Administrators may assist students with signing in when such assistance is needed (exceptions: Test Administrators who must key-enter the student responses for the SPV tests).
Test Irregularities

A test irregularity is any event that could potentially impact the integrity of the assessments and the test results before, during, and after test administration. Test irregularities occur on rare occasions and are non-standard situations that may require further action for both online and paper-based testing. A test irregularity may include security violations, cheating, removal or mishandling of testing materials, or improper assistance by adults or students. Additionally, for online testing, a test irregularity may include an extended local internet connection disruption or a power outage that results in any student unable to complete a test unit on the same testing day.

Students are expected to complete the AASA test unit on the day it was initiated. In the event of any unforeseen circumstances, the Achievement District Test Coordinator should submit a testing incident report to ADE through PearsonAccessnext as soon as possible after the incident occurs and notify ADE by email at AASA@azed.gov. Authorization to reopen the test unit may be allowed only after ADE review and approval.

Follow these steps for any AASA testing irregularity:

1. Test Administrators should be instructed to report any test irregularity that may arise during testing to the School Test Coordinator immediately. Test Administrators should record the incident and allow the student to continue testing.

2. School Test Coordinators must notify Achievement District Test Coordinators of any test irregularities that are reported.

3. The Achievement District Test Coordinator must report the incident within 24 hours by logging into PearsonAccessnext and entering a test irregularity in the Student Tests tab, Manage Irregularities task on the student’s test attempt as to what happened that caused the test irregularity. Refer to the PearsonAccessnext User’s Guide for detailed instructions on submitting a test irregularity.

4. ADE will review the request for an irregularity in PearsonAccessnext.

5. ADE will email the Achievement District Test Coordinator with any initial questions and will add a comment in PearsonAccessnext if a test is invalidated.

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

Note: For issues that arise during actual student testing, send an email to AASA@azed.gov and indicate in the subject line “Students Testing—Need Help.” Mark your email with a “High Importance” flag. Include a phone number to be contacted, if needed, along with the district entity number and any error message or code the student or Test Administrator is receiving.
Testing Platforms

Pearson’s testing platform includes two systems: PearsonAccessnext and TestNav.

PearsonAccessnext System

Achievement District Test Coordinators received their PearsonAccessnext login credentials November 17, 2021. Achievement District Test Coordinators will use the PearsonAccessnext system to:

- Upload and manage other PearsonAccessnext users
- Search for and add/upload student enrollments
- Set specific test settings and accommodations and indicate non-embedded accommodations for students who need them
- Print testing tickets
- Monitor test completion rates for online testing and TestNav entry
- Report testing irregularities for online testing

The PearsonAccessnext User’s Guide provides instructions for these functions.

Users

Achievement District Test Coordinators are responsible for maintaining all PearsonAccessnext users within their district or charter and assigning appropriate roles to these users. The user’s role determines the level of permissions that the user will have. ADE recommends that all schools have a PearsonAccessnext user with the role School Test Coordinator to assist the Achievement District Test Coordinator.

All Test Administrators must have a PearsonAccessnext user role of Test Administrator, School Teacher, or higher in order to administer the AASA. Both Computer-Based and Paper-Based testing schools should add test administrators in PearsonAccessnext.

A user may have different user roles at different schools. If any school staff members will have School Test Coordinator or Test Administrator roles at more than one school within the district, they must be added to each of those schools in PearsonAccessnext.

Students

All students participating in the AASA must be registered and enrolled in PearsonAccessnext, including students that are taking Special Paper Version tests.

ADE has provided Pearson with the student information to upload to PearsonAccessnext. Student information will be based on student enrollments in AzEDS as of January 28, 2022.
After February 8, 2022, Achievement District Test Coordinators are responsible for adding new students to PearsonAccessnext so that all students who will participate in the AASA have an enrollment in PearsonAccessnext. School Test Coordinators may help the Achievement District Test Coordinator with this task. Refer to the “Managing Students” section of the PearsonAccessnext User’s Guide for instructions on editing or adding students.

**Settings and Accommodations**

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

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

The Achievement District Test Coordinator may assign this task to other PearsonAccessnext users with the roles of District Test Administrator or School Test Coordinator. Refer to the “Managing Students” section of the PearsonAccessnext User’s Guide on how to set online test settings and accommodations in PearsonAccessnext. Those with Test Coordinators and Test Administrators user roles will be able to change most test settings and accommodations in PearsonAccessnext.

**TestNav System**

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

TestNav includes the secure student test environment. Test Administrators will use PearsonAccessnext to allow student access to tests. Students will take the AASA within the TestNav App.

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

All Test Administrators and students must be familiar with the testing tools, resources, and platform. AASA TestNav Tutorials are available in the TestNav App for Arizona by clicking on the link “Mic Check & Sample Tests” found on the bottom of the TestNav App login screen. The TestNav Tutorials should be used ahead of the test window to:

- Familiarize test administrators with the TestNav testing platform
- Teach students how to sign into the secure TestNav App using testing tickets
Special Paper Version Tests Accommodations

Special Paper Version (SPV) test accommodations include braille, large print, and regular print SPV tests. All accommodations for these tests must be identified in the student’s IEP or 504 Plan and must be used on a regular basis in the classroom for the student's daily instruction.

All SPV test requests must be approved by ADE using the following steps:

- Submit a request for an SPV test for each student using the secure ADE online form. SPV test requests may be submitted by any staff member who is responsible for the student’s IEP or 504 plan.
- On the secure form, you must submit pages of the student’s current IEP or 504 plan that indicate the need for an SPV form of the test. The document you submit must include:
  - The date of the document and the student’s first and last name and SSID
  - The Present Level of Academic and Functional Performance
  - The section with classroom accommodations that are used routinely during instruction throughout the year in lieu of computer instruction. The instructional accommodations MUST align with the testing accommodations.
  - The section that lists the student's testing accommodations

For the 2021-2022 school year, ADE will create an SPV test session in PearsonAccessnext for any student with an approved SPV test and will move the student into the SPV test session prior to testing. ADE will also place an order for any approved SPV tests at the beginning of the Additional Order window. **Achievement District Test Coordinators will not need to place orders for SPV tests.** Please note that students who are approved for an SPV test and who have an SPV test indicated in PearsonAccessnext will not have access to the online AASA.

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

The Achievement District Test Coordinator is responsible for determining the suitability of each testing room location. Each testing room must provide a quiet, comfortable, and distraction-free environment. Visual aids displayed in the testing room that could assist students while testing must be removed or covered completely. Seating should be arranged so that students are not tempted to look at the answers of others or create distractions due to close proximity. For the individually (one-on-one) administered SPV tests, and the tests that need to be enlarged by projection on a screen or wall, the testing room location should be quiet and separated from other students.

For any student with Special Education needs who requires specific testing accommodations based on the student’s IEP or 504 Plan, the Achievement District Test Coordinator must ensure that the needed accommodations are provided and their use recorded during testing. If there are any questions, the Achievement District Test Coordinator should contact the AASA Team at ADE prior to testing.

The Achievement District Test Coordinator is responsible for assigning Test Administrators and, if needed, Proctors for each group of students testing and for each testing room. Test Administrators and Proctors must be employees of the school or district and must be trained in the correct test administration and test security procedures. Proctors may also be assigned to assist Test Administrators. All Test Administrators and Proctors must sign a 2021-2022 Achievement Tests Staff Security Agreement Form. The Achievement District Test Coordinator training of School Test Coordinators, Test Administrators, and Proctors must include a thorough review of test security procedures; test administration procedures, including the correct use of testing conditions and accommodations; and procedures for handling unexpected or unusual situations. The Achievement Tests Staff Security Agreement Form should be reviewed during the training. Pre-test training must also include procedures for SPV tests if any are to be administered in the school/district/charter.

In addition, for Paper-Based Test schools, training must include procedures for the use of Pre-ID Labels and procedures for the bubbling of student demographic data. For Computer-Based Test schools, training must include procedures for the handling of testing tickets.

Only authorized personnel are permitted to be in the testing room(s) during the administration of the test. Parents, volunteers, and school helpers are not permitted to be in the testing room. District or school staff who have children being administered the test are not permitted to be in the testing room while their child is testing. Having unauthorized people in the test room during test administration is an ethical test violation.

Test Administration Directions

Paper copies of the Spring 2022 AASA Test Administration Directions will be delivered to districts/charters prior to testing. An electronic version will also be available in PearsonAccess. Test Administrators and Proctors are expected to read all of the Spring 2022 AASA Test Administration Directions prior to testing, and either paper or electronic copies of the Spring 2022 AASA Test Administration Directions should be reviewed by each Test Administrator and Proctor at least one day prior to the administration of any AASA. The Spring 2022 AASA Test Administration Directions are not secure test materials and may be kept in classrooms or other non-secure locations. Following the test window, the Spring 2022 AASA Test Administration Directions may be discarded locally at the district/charter and do not need to be returned to Pearson.
Computer-Based Test (CBT)—Testing Information

The Achievement District Test Coordinators’ responsibilities for Computer-Based testing (CBT) schools are outlined in this section from before testing to during and after testing. Remember that only students with an enrollment in PearsonAccess\textsuperscript{next} will be able to participate in the AASA. It is the Achievement District Test Coordinator’s responsibility to ensure that all students who need to take AASA assessments have an enrollment in PearsonAccess\textsuperscript{next} prior to testing and that any needed accommodations and test settings have been updated in PearsonAccess\textsuperscript{next} for each student who needs them. All Test Administrators must have a PearsonAccess\textsuperscript{next} account and must be connected to the same district(s) and school(s) as the students they will be testing.

Computer-Based Test (CBT)—Before Testing

Review AASA Sample Tests

All Computer-Based Testing students must be given the opportunity to take the AASA Sample Test prior to the day of testing and be familiar with the testing tools, resources, and platform. The online AASA Sample tests are administered through TestNav, not PearsonAccess\textsuperscript{next}. The online AASA Sample Tests do NOT require a Username and Password, and they do NOT require a registration in PearsonAccess\textsuperscript{next}. The AASA Sample Tests do not score or retain student responses. The AASA Sample Tests should be used ahead of the testing window to:

- familiarize Test Administrators with the TestNav testing platform.
- allow students to practice answering AASA item types and using test tools.

Receiving Test Materials

Achievement District Test Coordinators will receive the initial order of test materials March 21, 2022 – March 24, 2022. Initial materials for Computer-Based Test schools will include the Spring 2022 AASA Test Coordinator’s Manual and Spring 2022 AASA Test Administration Directions for all schools within the district or charter. All materials will be shipped to the Achievement District Test Coordinator. The test materials are boxed by district, then by school. Special Paper Version tests will not be included in initial shipments.

Distribute Test Materials

District Test Coordinators should establish local procedures for providing scratch paper, pencils, and calculators (if applicable) before testing. Refer to the “AASA Calculator Policy” section of this manual for details on permitted calculators.
**Testing Tickets**

Testing tickets are required for students who have been assigned to a session. Testing tickets contain the information that a student will need to sign into TestNav to access their online test. Testing tickets are ONLY available through PearsonAccess\textsuperscript{next}. Testing tickets should be printed and cut in advance of the test unit so that testing is not delayed.

The testing tickets are secure test materials and must be collected after every test unit and whenever students leave the testing room. Test tickets must also be returned to the School Test Coordinator to store in a locked secure location with the other testing materials. The loss of test tickets is a security violation that must be reported. Please refer to the *PearsonAccess\textsuperscript{next} User’s Guide* for instructions on how to print testing tickets for students.

**Computer-Based Test (CBT)—During Testing**

It is the Achievement District Test Coordinator’s responsibility to ensure that Computer-Based Testing Test Administrators are trained to:

- **Verify that the CORRECT student is testing**
- Properly administer tests on Pearson testing systems
- Maintain a secure test environment in accordance with AASA policies
- Keep Testing Tickets and all testing materials secure
- Become familiar with the testing accommodations features available during testing and verify that they are functioning appropriately
- Verify that students who need the testing accommodations are familiar with the available testing accommodations features
- Understand and use the correct procedures for students with the SPV test, if applicable
- Report any test improprieties or test incidents to the School Test Coordinator or Achievement District Test Coordinator immediately
- Not allow any significant break during a test unit
- Understand and use correct procedures for an individual student break in a test unit—students who require a stretch break during testing should log out or close their test to keep the test content secure
- Ensure that students do not talk, use electronic devices, or leave the room during testing. 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.
- Understand and use the correct procedures for students who need additional time to finish their test. For online tests, students need to log out of the test at the end of the test unit. When the student logs out of his or her test, the student's test status changes to **Exited**, and the student's test must be resumed before the student may sign in to TestNav to complete testing. For detailed instructions, refer to the *PearsonAccess\textsuperscript{next} User’s Guide*. 
Monitoring Test Completion

PearsonAccess\textsuperscript{next} will store the test completion data for the online tests. The “Manage Test” section of PearsonAccess\textsuperscript{next} allows you to monitor a student's test progress and set students to begin a specific test session. The Manage Sections screen may be used to manage the entire session, individual student tests, and student responses entered in TestNav for Special Paper Versions tests by a Test Administrator. For detailed instructions, refer to the PearsonAccess\textsuperscript{next} User's Guide. School and district users can generate customized participation reports showing the number of students who have completed the AASA. District-level users can create a file either for a specific school or for the whole district. These reports can be downloaded or opened in Excel.

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

Transferring SPV Student Responses to the TestNav System

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

All responses for students using a Special Paper Version form of the AASA must be transcribed into the TestNav system by the end of the test window. The responses must be entered by the Test Administrator, who has completed the Test Administrator training and signed an Achievement Tests Staff Security Agreement Form.

Responses in Special Paper Version tests that have not been transferred into the TestNav system by the end of the test window will not be scored.

Computer-Based Test (CBT)—After Testing

Collect all used scratch paper and all test tickets. Collect all Special Paper Version test booklets to return to Pearson.

Verify that all student responses from Special Paper Version tests have been entered in the TestNav system.
Nonscorable Test Materials—Destroyed/Discarded Locally

District Test Coordinators must establish local procedures for destroying the secure nonscorable test materials and discarding non-secure nonscorable test materials.

**Secure** nonscorable materials include:

- Printed test tickets—securely destroy locally
- Used scratch paper—securely destroy locally
- Unused Pre-ID labels—securely destroy locally
- Used and unused SPV student test booklets, if received—return to Pearson
- For Braille SPV, if received: *Spring 2022 AASA Test Administration Directions for Special Paper Version: Braille*—return to Pearson
- For Braille SPV, if received: Regular ink print test booklets included as part of the Braille SPV kit—return to Pearson

**Non-secure** nonscorable materials include:

- *Spring 2022 AASA Test Coordinator's Manuals*
- *Spring 2022 AASA Test Administration Directions*
- Unused UPS labels
- Unused color-coded return labels
- Unused, orange-colored Header Sheets (pre-slugged and blank)

**Paper-Based Test (PBT)—Testing Information**

The District Test Coordinator's responsibilities for Paper-Based testing (PBT) schools are outlined in this section from **before** testing to **during** and **after** testing. Remember that only students with an enrollment in PearsonAccess² WILL be able to participate in the AASA. It is the Achievement District Test Coordinator's responsibility to ensure that all students who need to take the AASA have an enrollment in PearsonAccess² prior to testing and that sufficient quantities of test materials are available.
AASA Test Booklets

All regular AASA test booklets are scorable; students will respond to test items directly in their test booklets. There are no separate answer documents for AASA.

For each student in grades 3–8, there will be one test booklet for ELA that includes Writing, Reading Part/Test Unit 1, and Reading Part/Test Unit 2. The grade 3 ELA test booklet will also include an Oral Reading Fluency (ORF) item where the student will need to read three passages out loud to measure his/her reading fluency. For Paper-Based Testing schools, the ORF test may be administered one-on-one with students using a landline speaker telephone and a lithocode. For the telephone ORF test administration, the student’s grade 3 ELA test booklet will be required for the student to read the three passages out loud. Paper-Based Testing schools may instead choose to administer the ORF test online in TestNav in small groups of up to 6 students. For the online ORF test administration, the student’s grade 3 ELA test booklet will not be required as the passages to be read will be included in the online test. For Math, there will be one test booklet that includes Part/Test Unit 1 and Part/Test Unit 2.

Receiving Test Materials—Regular Test Booklets and Special Paper Version Tests

AASA test materials will be boxed by schools and shipped to the district or charter for all participating schools. The Achievement District Test Coordinator is responsible for inventorying the materials and distributing the appropriate materials to schools. All school and district personnel must have a signed Achievement Tests Staff Security Agreement Form on file with the district prior to receiving the testing materials. The test materials will arrive starting March 21, 2022 and should arrive no later than March 24, 2022. An outbound shipping label will be on the top of the box. This label will include the Achievement District Test Coordinator’s name, the district name and entity ID number, and the district shipping address, and will indicate if it is a district box or a school box. See “Outbound Shipping Label”.

*Outbound Shipping Label*
Materials are shipped in dual-purpose boxes designed to be easily used for both receiving and returning shipping materials. Save both the white and brown boxes for use in returning materials to Pearson. When you return your materials to Pearson at the close of the test window, it does not matter which color of Pearson boxes are used.

**White boxes** are used by Pearson for shipping Test Coordinator materials and intended for District and School Test Coordinators as shown in Figure: Box Shipment Diagram. Brown boxes are used by Pearson for shipping test booklets and other testing materials.

Each box of the shipment is hand numbered. The numbers are on the top of each box in the lower-left corner. The first and last box will be numbered “1 of x” and “x of x.” The boxes between the first and last box will have only the number marked specifically for each box. For example, in a shipment of 6 boxes, the first box is numbered “1 of 6,” and the last box is numbered “6 of 6.” Box number 2 through box number 5 are numbered without a reference to the range. The boxes will be numbered in order so that the district box, a white box, is first, and then the schools’ boxes (one white and brown boxes) follow with the schools in numeric order by entity ID number. A white box will always be at the beginning of each school’s set of boxes. See “Box Shipment Diagram”.

*Box Shipment Diagram*
AASA Test Coordinator’s Materials

White boxes are used by Pearson for the District and School Test Coordinator’s Materials.

District Achievement Test Coordinator’s Materials include:

- Spring 2022 AASA Test Coordinator’s Manual
- Orange-colored Header Sheets (Blank)
- UPS shipping labels
- Color-Coded Return Labels (Orange and Green)

School Test Coordinator’s Materials include:

- Orange-colored Header Sheets (pre-slugged)
- School Header Lists
- Paper Bands
- Materials Return Inventory Sheet
- UPS shipping labels
- Color-Coded Return Labels (Orange and Green)

Pre-ID Label Kit includes:

- Pre-ID Labels
- Pre-ID Rosters

Brown boxes are used by Pearson for shipping testing materials at the school level.

School brown boxes include:

- Spring 2022 AASA Student test booklets
- Spring 2022 AASA Test Coordinator Manual
- Spring 2022 AASA Test Administration Directions

Transferring Secure Materials Between Schools Within Your District

If a school in your district has a shortage of test materials and your supply of district overage materials has been exhausted, you may transfer test materials from another school within your district that has more materials than needed for their students. It is the responsibility of the Achievement District Test Coordinator to track these transfers of secure materials so that all test booklets are accounted for at all times and returned appropriately after testing has been completed. Each school must indicate on its School Return Materials Form any test booklets that have been received or transferred out.
Pre-ID Labels and Student Demographic Data

Pre-ID Labels will be provided for students expected to participate in the paper-based AASA, based on school enrollment and current ADE records as of January 28, 2022. The paper-based AASA is not limited to those students with a Pre-ID Label. Students with new school enrollments in AzEDS after January 28, 2022, that attend a paper-based school, will not be receiving Pre-ID Labels but will be required to be tested on the paper-based AASA.

For Paper-Based Test schools, Pre-ID Labels will be sent in a separate shipment to the Achievement District Test Coordinators and received during the same week as the initial shipment of the AASA materials. Additional and new Pre-ID Labels are NOT available, and you may not create your own Pre-ID Labels.

Students who do not receive a Pre-ID Label must have their student demographics bubbled-in on the paper test materials.

For Paper-Based Testing Schools—Students with a Pre-ID Label

- Students who have a Pre-ID Label have been registered in PearsonAccessnext for the Spring 2022 AASA by Pearson.
- Use the Pre-ID Label only if the provided information on the label is current and correct.
- Do not use a Pre-ID Label for a student who is no longer enrolled at the school associated with the label. The unused Pre-ID Label should be securely destroyed locally at the School or District.
- 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 booklets except for the Accessibility Tools box (accessibility tools used by the student while testing), if necessary.
After confirmation of student’s school enrollment and prior to testing, affix the Pre-ID Label on the designated area on the front cover of the student’s test book.

- Student identification information that is to be completed by students and the Achievement District Test Coordinator or School Test Coordinator is located on the front cover of the test booklets.
- Have students ONLY, write their name in the designated area (box with “Student Name” typed in it).
• Do not mark the student’s Pre-ID Label in any way.
• If information on the Pre-ID Label is incorrect, do not use the label.
  o The student demographic information on the back cover of the test booklet must be completed for the paper test.
• If Pre-ID Labels are received for the AASA for students who are no longer enrolled, do not use the label. Unused Pre-ID labels should be securely destroyed locally at the School or District.
• If a Pre-ID Label was placed on a student’s test booklet in error, do not mark the Pre-ID Label or attempt to take the label off the test booklet; rather, apply a blank label over the Pre-ID Label.
  o The unused test book can be used by either applying a new Pre-ID Label over the blank label or by completing the student demographic data information on the back cover of the test booklet.

For Paper-Based Testing Schools—Students without a Pre-ID Label

• Complete the demographic data information on the back of the test booklets.
  (See the corresponding Spring 2022 AASA Test Administration Directions for PBT Schools with instructions on completing the demographic data.)
• For paper testing, student identification information to be completed by the student and the Achievement District Test Coordinator or School Test Coordinator is located on the front cover of the test booklets.
  o Test Administrators should write the teacher name, school, and district on the board to assist students in completing the front cover of the test booklets.
  o Have students ONLY, write their name, teacher name, school, and district in the designated area, as shown in the image below.

<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.
Paper-Based Test (PBT)—During Testing

It is the Achievement District Test Coordinator’s responsibility to ensure that Test Administrators are trained to do all of the following:

• Verify that the CORRECT student is testing
• Properly administer tests for Paper-Based Testing
• Maintain a secure test environment in accordance with AASA policies
• Keep all testing materials secure
• Become familiar with the testing accommodations features available during testing and verify that they are functioning appropriately
• Verify that students who need the testing accommodations are familiar with the available testing accommodations features
• Understand and use the correct procedures for students with the SPV test, if applicable
• Report any test improprieties or test incidents to the School Test Coordinator or Achievement District Test Coordinator immediately
• Not allow any significant break during a test unit
• Understand and use correct procedures for an individual student break in a test unit—students who require a stretch break during testing should log out or close their test to keep the test content secure
• Ensure that students do not talk, use electronic devices, or leave the room during testing. 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.
• Understand and use the correct procedures for students who need additional time to finish their test.

Precautions for Paper-Based Testing and Special Paper Version Tests

• Do not photocopy the student test booklets.
• Do not disassemble or pull pages from the student test booklets.
• Do not allow students to make any marks on or near the timing marks on the edges of the Scorable test booklets. Marks made on or near the timing marks interfere with the scanning and scoring of the test book. NO ONE IS ALLOWED TO ERASE ANY MARKS ON THE SCORABLE PAGES OF A STUDENT’S TEST BOOKLET. Notify ADE and Pearson when a student’s test has marks near the timing marks of the test booklet. Include the following information in your email to ADE and Pearson:
  o District and Entity number
  o School and Entity number
  o Student’s SSID – do NOT include the student’s name
  o Grade Level
• Do not use “sticky” notes, paper clips, tape, staples, or glue on the Scorable test booklets. Torn pages cannot be properly scanned and scored. If any pages of the test booklets are torn, notify ADE and Pearson that a student’s test has a torn page(s). Include the following information in your email to ADE and Pearson:
  o District and Entity number
  o School and Entity number
  o Student’s SSID – do NOT include the student’s name
  o Grade Level
  o Subject
  o Page number(s) of torn page(s) of the test booklet

• Do not insert loose papers into the Scorable test booklets.
• Do not tape or glue additional paper into the Scorable test booklets.
• Do not allow students to use correction fluid or correction tape on the Scorable test booklets. If an error is made, the student should erase the error completely and make the correction using a No. 2 pencil.
• Do not allow students to use colored pencils, pens, markers, or highlighters on the Scorable test booklets. Marks made with a colored pencil, ink, felt-tip marker, or highlighter cannot be properly scanned and scored. Notify Pearson when a student’s test has marks using colored pencils, pens, markers, or highlighters near the timing marks of the test booklet. Include the following information in your email to ADE and Pearson:
  o District and Entity number
  o School and Entity number
  o Student’s SSID – do NOT include the student’s name
  o Grade level
  o Subject
  o Page number(s) of test book where the mark(s) are located

• Do not return test materials that have been contaminated with blood, vomit, or other bodily fluids to Pearson. In this situation, Achievement District Test Coordinators should have Test Administrators transcribe the student’s test booklet, including the student’s demographic grid, for the contaminated Scorable materials and Special Paper Version test materials and then securely destroy the original contaminated documents. The Achievement District Test Coordinator must submit a testing incident report to ADE through PearsonAccessnext as soon as possible after the incident occurs and notify ADE by email at AASA@azed.gov.
Paper-Based Test (PBT)—After Testing

- Collect all test materials and scratch paper from Test Administrators.
- All AASA test booklets are returned to Pearson for processing.
- The used test booklets (regular size) are returned as scorable materials.
- The unused test booklets and Special Paper Version tests (regular print Special Paper Version, large print test booklets, and braille test booklets) are returned as nonscorable materials.
- All used scratch paper, unused Pre-ID labels, any contaminated test booklets, and any student responses that were produced electronically must be securely destroyed either at the district or school.
- Spring 2022 AASA Test Coordinator’s Manuals and Spring 2022 AASA Test Administration Directions can be discarded locally either at the district or school.
- District Test Coordinators should provide specific instructions how these materials will be either securely destroyed or discarded.
- Transfer student responses from any test booklets contaminated with blood, vomit, or other bodily fluids to a clean test booklet. Securely destroy the contaminated test booklet. For any contaminated test booklet that is destroyed at the district, make a note on the Materials Return Inventory Sheet that the test was contaminated and was destroyed. The Achievement District Test Coordinator must submit a testing incident report to ADE through PearsonAccessnext as soon as possible after the incident occurs and notify ADE by email at AASA@azed.gov.
- Transfer student responses from any Special Paper Version tests into TestNav.

Completing the Orange-colored Header Sheets for AASA Scorable test booklets

An orange-colored Header Sheet must be completed with a No. 2 pencil for each group’s documents. Each paper-bound stack of completed Scorable Test booklets may include students from only one grade. Pre-slugged and blank, orange-colored Header Sheets have been provided as part of the Test Coordinator materials. The orange-colored Header Sheets are scannable documents; photocopies are not acceptable for the scoring center’s use. If additional orange-colored Header Sheets are needed, blank, orange-colored Header Sheets may be ordered during the additional order window:

- Paper-Based test materials additional order window: March 25, 2022 – April 6, 2022
- Computer-Based Test and SPV test materials additional order window: March 25, 2022 – April 22, 2022
- Return materials additional order window: March 25, 2022 – April 29, 2022

School name and school code (entity ID number) have been completed on the pre-slugged orange-colored Header Sheets. Please review the pre-slugged information. Be certain to confirm school code (entity ID number), as many schools have similar names.

If information on a pre-slugged orange-colored Header Sheet is incorrect, do not alter it. Instead, fill out all information on a blank orange-colored Header Sheet.
Collect all test materials, SPV test booklets, scratch paper, and test tickets from Test Administrators. All SPV test booklets must be collected and accounted for before returning to Pearson. Scratch paper and test tickets should be securely destroyed locally.

SIDE 1

Section A – DISTRICT

For pre-slugged, orange-colored Header Sheets, this area will be pre-filled.

For blank, orange-colored Header Sheets, this section needs to be completed. Be certain to use the same district name as on a corresponding pre-slugged, orange-colored Header Sheet.

Section B – SCHOOL

For pre-slugged, orange-colored Header Sheets, this area will be pre-filled. For blank, orange-colored Header Sheets, this section needs to be completed.

Section C – GRADE

For pre-slugged, orange-colored Header Sheets and for blank, orange-colored Header Sheets, this section needs to be completed and must match the grade entered in Section F.
Section D – TEST DATE(S)

For pre-slugged, orange-colored Header Sheets and for blank, orange-colored Header Sheets, enter the actual testing date(s) (start and finish) in this section.

Section E – TEACHER

For pre-slugged, orange-colored Header Sheets and for blank, orange-colored Header Sheets, this section needs to be completed and must exactly match the teacher’s name as entered on SIDE 2.

Section F – GRADE

For pre-slugged, orange-colored Header Sheets and for blank, orange-colored Header Sheets, this section needs to be completed in No. 2 pencil and must match the grade entered in Section C.

Section G – SCHOOL NAME

For pre-slugged, orange-colored Header Sheets, this area will be pre-filled.

For blank, orange-colored Header Sheets, this section needs to be completed in No. 2 pencil. Print the school’s name in the row of boxes (the same school’s name as in Section B), beginning with the first box on the left, and then mark the corresponding circle below each box. Be certain to use the same school’s name as on a corresponding pre-slugged, orange-colored Header Sheet.

Section H – NUMBER OF DOCUMENTS

For pre-slugged, orange-colored Header Sheets and for blank, orange-colored Header Sheets, this section needs to be completed in No. 2 pencil. Print the number of documents included in the stack beneath this Header Sheet, and then mark the corresponding circle below each box. Right justify the number of documents, and add leading zeros, as needed. For example, 32 documents are in a stack, so it must be filled in as “0032.”

The number entered in this section must exactly match the number of Scorable test booklets that are stacked and paper bound with the orange-colored Header Sheet.

Section I – SCHOOL CODE

For pre-slugged, orange-colored Header Sheets, this area will be pre-filled. See Figure: Completed Pre-Slugged, orange-colored Header Sheet below.

For blank, orange-colored Header Sheets, this section needs to be completed in No. 2 pencil. Print the seven-digit school entity ID number in the row of boxes, and then mark the corresponding circle below each box. If the entity ID number is less than seven digits, add leading zeros to the left side of the entity ID.
SIDE 1—Completed Pre-Slugged, Orange-Colored Header Sheet
SIDE 2

Section J – TEACHER (Note: The teacher name should be the name of the Test Administrator. Completing this section is optional; however, it is recommended that this section be completed as this information may be helpful to identify students by group.)

For pre-slugged, orange-colored Header Sheets and for blank, orange-colored Header Sheets, this section needs to be completed in No. 2 pencil and must match the teacher’s name exactly as entered in Section E on SIDE 1. Print the teacher’s name in the row of boxes left justified, fill-in the boxes, and then mark the corresponding circle below each box.
Completing School Header Lists

School Header List

Spring 2022 AASA School Header List

<table>
<thead>
<tr>
<th>District Name</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Code</td>
<td>School Code</td>
</tr>
<tr>
<td>District Contact Person</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
</tbody>
</table>

AASA

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Grade</th>
<th>Number of Documents</th>
<th>Comments</th>
</tr>
</thead>
</table>

The School Header List contains information used to verify that the school's entire return shipment of Scorable materials has been received. The School Header Lists will be returned in box 1 of the school Scorable materials. Achievement District Test Coordinators and School Test Coordinators should keep photocopies of all completed School Header Lists. The School Header List is specifically for one school. Do NOT combine schools on one list. If multiple schools are contained in the same box, be sure there are multiple School Header Lists, one for each school. Place the completed School Header List on the top of each school's stack of materials within the box. This will allow the Scorable Materials Receiving department to sort the materials more efficiently.

Only include one (1) Group Name (teacher’s name) with one (1) grade and one (1) subject per row on the School Header List. The Group Name (teacher’s name) should exactly match the name that is filled-in on the orange-colored Header Sheet. Do NOT combine grades nor subjects in the same row. If a teacher has both Grades 3 and 4 students, then there must be 4 rows completed on the form for the teacher – For Grade 3, one row for Grade 3 ELA and a separate row for Grade 3 Math. Then for Grade 4, one row for Grade 4 ELA and a separate row for Grade 4 Math.
Section A – DISTRICT NAME and SCHOOL NAME
District name and school name will be preprinted in this field.

Section B – DISTRICT CODE and SCHOOL CODE
The District Code is the district entity ID number, and the School Code is the school entity ID number. Both will be preprinted in this field.

Section C – DISTRICT CONTACT PERSON
Print the name of the Achievement District Test Coordinator.

Section D – EMAIL ADDRESS
Print the email address of the Achievement District Test Coordinator.

Section E – PHONE
Print the phone number of the Achievement District Test Coordinator.

Section F – GROUP NAME
Print the group name (teacher name) exactly as it is on the orange-colored Header Sheet. If a large group is bundled as multiple stacks, list the group only once on the School Header List. Only include one (1) Group Name (teacher’s name) with one (1) grade and one (1) subject per row on the School Header List.

Section G – GRADE
Print the grade for each group exactly as it is on the orange-colored Header Sheet.

Section H – NUMBER OF DOCUMENTS
Fill in the total number of Scorable documents returned for scoring for each group – one (1) grade and one (1) subject per group. If a large group is bundled as multiple stacks, be sure to total the number of documents from all orange-colored Header Sheets for the group.

Section I – COMMENTS
Use the comments section to indicate when a large group of Scorable documents are bundled as multiple stacks.
Transferring SPV Student Responses to the TestNav System

This section describes the Achievement District Test Coordinator’s responsibilities for transferring student responses into TestNav for students that received Special Paper Version test booklets.

Special Paper Version tests include:

- **For CBT schools** – braille, large print, and regular print paper test booklets
- **For PBT Schools** – braille and large print test booklets

For Computer-Based Testing and Paper-Based Testing schools, all students who test using a Special Paper Version test must have their responses entered into TestNav. The designated adult that will be entering student responses into TestNav must have an appropriate role in PearsonAccessnext and must have a signed *Achievement Tests Staff Security Agreement Form* on file with the district or charter.

Test Administrators must provide students using the Special Paper Version test for the AASA with sufficient time to complete the test and also sufficient time to enter the student responses into TestNav by the close of the appropriate test window.

Administering Special Paper Version Tests

Special Paper Version (SPV) test directions for large print and regular print SPV tests will be included in the *Spring 2022 AASA Test Administration Directions*. Directions for Braille SPV tests will be included in the *Spring 2022 AASA Test Administration Directions for Special Paper Version: Braille*.

Regular test booklets are not included in the Special Paper Version test kits. In the case of the Braille SPV test kit, in addition to the Braille SPV test booklets for the student, this kit will also contain ink print test booklets for the Test Administrator. The Test Administrator should use the Computer-Based test in TestNav to answer questions from the student about the directions that are included in the test. However, the Test Administrator must not read or interpret any test questions for the student.

Logging into TestNav and Accessing the Student’s Assessment

Logging into TestNav and accessing the student’s assessment is based on your user role in PearsonAccessnext. Instructions for entering student responses into TestNav are in the *Spring 2022 AASA Test Administration Directions* (includes directions for large print and regular print SPV tests) and the *Spring 2022 AASA Test Administrations Directions for Special Paper Version: Braille*. You may pause data entry at any time. Student responses can be entered over multiple days.

Transferring Student Responses into TestNav

All responses for students using a Special Paper Version test of AASA, including the writing response, multiple choice responses, and extended or open-ended responses, must be transferred into a Computer-Based test using TestNav. The responses must be entered by a Test Administrator who has signed an *Achievement Tests Staff Security Agreement Form*. Student responses in the Special Paper Version tests that have not been transferred into TestNav will not be scored.

Please contact ADE for any questions about entering student responses into TestNav.
Returning Special Paper Version Materials to Pearson

All AASA Special Paper Version test booklets must be returned to Pearson by the end of the test window as nonscorable materials. All components of any Braille kits received must be returned to Pearson as nonscorable materials, with the exception of Sticky Dots and Wikki Stix.

Checklist for Packing and Shipping Test Materials

District Checklist

☐ Verify that all test booklets have been collected from Schools and Test Administrators.
☐ Verify that all test booklets included on the District Packing List, all School Packing Lists, and any Additional Order Packing Lists are accounted for.
☐ Complete the Materials Return Inventory Sheet.
☐ Indicate any discrepancies with the number of materials received and returned on the Materials Return Inventory Sheet.
☐ Account for all materials.

Paper-Based Testing School Checklist

Packaging and Shipping Scorable Test Materials (boxes with orange return labels)

☐ Verify that all test booklets have been collected from Test Administrators.
☐ Organize the used Student test booklets.
☐ Separate the Scorable test materials by school, grade level and content area. Within each grade and content area, group by teacher. Stack the tests, front covers facing up, so that each stack includes documents for only one (1) grade and one (1) content area, by teacher.
☐ Remove all loose sheets of paper from test booklets.
☐ Transfer student responses from test booklets contaminated with bodily fluids to a clean test booklet. Make note on the Materials Return Inventory Sheet to explain that booklet was contaminated and securely destroyed.
☐ Transfer student responses from any Special Paper Version tests into TestNav.
☐ Complete the Materials Return Inventory Sheet.
☐ Indicate any discrepancies with the number of materials received and returned on the Materials Return Inventory Sheet.
☐ All materials must be accounted for.
☐ Add a paper band around each stack of Scorable test booklets by one (1) grade and one (1) content area, by teacher.
☐ Complete the orange-colored Header Sheet(s).
☐ Complete the School Header List(s).
Box all Scorable test booklets by school, keeping the ELA and Math test booklets separate by grade and content area. Doing this, will assist with the sorting and processing during the return of the test materials.

- Seal and label the boxes. Affix an orange pre-coded, color-coded return label on the top of each box of Scorable test materials.
- Number the boxes of Scorable test materials.
- Affix a Scorable UPS shipping label on the top of each box next to the orange Scorable label.
- Keep a list of the Tracking Numbers for each box that is being shipped.
- Keep Scorable boxes in secure storage until the scheduled UPS or XPO Logistics Freight (or other assigned freight carrier) retrieval.
- Contact UPS or the UPS or XPO Logistics Freight (or other assigned freight carrier) during the scheduled dates to arrange pick-up for your boxes.

**Packaging and Shipping NonScorable Test Materials (boxes with Green return labels)**

- Organize the NonScorable test materials by document type for each school. Complete a Materials Return Inventory Sheet for each school.
- Box all NonScorable materials by school.
- Place the corresponding Materials Return Inventory Sheet at the top of the school’s first NonScorable materials box.
- Fill any space in the boxes of NonScorable test materials with crumpled paper or plastic air bubbles.
- Seal and label the boxes. Affix a green pre-coded, color-coded return label on the top of each box of NonScorable test materials.
- Number the boxes of NonScorable test materials.
- For UPS Ground test materials returns ONLY, affix a NonScorable UPS label on the top of each box, next to the green NonScorable label. Do not apply UPS labels to XPO Logistics Freight Priority (or other assigned freight carrier) return boxes.
- For UPS Ground test materials returns ONLY, keep a list of the Tracking Numbers for each box that is being shipped. XPO Logistics Freight Priority (or other assigned freight carrier) returns will have the Scorable and NonScorable Bill of Ladings (BOLs) to serve as evidence of boxes being shipped.
- Keep the NonScorable boxes in secure storage until the scheduled UPS or XPO Logistics Freight (or other assigned freight carrier) retrieval date.
- Contact UPS or XPO Logistics Freight (or other assigned freight carrier) during the scheduled dates to arrange pick-up for your boxes.
Packaging and Shipping **Nonscorable SPV test booklets and Braille kits components** (boxes with **Green** return labels)

- Verify that all Special Paper Version test booklets have been collected from Test Administrators.
- Organize the used student test booklets.
- Remove all loose sheets of paper from test booklets.
- Transfer student responses from test booklets contaminated with bodily fluids to a clean test booklet. Make note on the *Materials Return Inventory Sheet* to explain that booklet was contaminated and securely destroyed.
- Transfer student responses from any Special Paper Version tests into TestNav.
- Complete the *Materials Return Inventory Sheet*.
- Indicate any discrepancies with the number of materials received and returned on the *Materials Return Inventory Sheet*.
- All materials must be accounted for.
- Seal and label the boxes. Affix a **green** pre-coded, color-coded return label on the top of each box of Nonscorable test materials.
- Number the boxes of Nonscorable test materials.
- Affix a Nonscorable UPS shipping label on the top of each box next to the **green** Nonscorable label.
- Keep a list of the Tracking Numbers for each box that is being shipped.
- Keep Nonscorable boxes in secure storage until the scheduled UPS or XPO Logistics Freight (or other assigned freight carrier) retrieval.
- Contact UPS or XPO Logistics Freight (or other assigned freight carrier) during the scheduled dates to arrange pick-up for your boxes.

**Assembling Nonscorable Test Materials and Special Paper Version Tests**

The Achievement District Test Coordinator is ultimately responsible for determining which of the following steps will be completed by Test Administrators or by the School Test Coordinator. The Achievement District Test Coordinator is responsible for providing directions and training accordingly.

The boxes of Nonscorable materials are shipped to a different location than the Scorable materials. **DO NOT INCLUDE SCORABLE TEST BOOKLETS WITH THE NONSCORABLE MATERIALS. These tests will NOT be scored.**
Completing an AASA Materials Return Inventory Sheet

- Organize the SPV Nonscorable test materials.
- For Braille kit components, all materials received must be returned to Pearson as nonscorable materials, with the exception of Sticky Dots and Wikki Stix.
- For each school, separate nonscorable materials by document type:
  - used and unused SPV student test booklets, if received
  - all unused UPS labels
  - all unused color-coded return labels
  - all unused, orange-colored Header Sheets (pre-slugged and blank)
- For each school, separate unused scorable materials by document type:
  - unused student test booklets
- Complete an AASA Materials Return Inventory Sheet for each school. See figure below.

![AASA Materials Return Inventory Sheet](image)

- If there are any missing materials by the time the boxes are scheduled to be picked up, keep at least one Nonscorable UPS shipping label, one Green Pearson label, and one box so that the missing items can be returned once they’ve been located. Notify ADE and Pearson of any missing materials.
- Box all Nonscorable materials. This includes all testing materials that were received but not used. UNUSED student test booklets must go into the box of Nonscorable materials.
- Box surplus Nonscorable materials that the district received during the Additional Order window that were not given to schools. UNUSED surplus Nonscorable materials must go into the box of Nonscorable materials.
Do not mix Scorable and Nonscorable materials in the same box. Scorable test booklets that have been included in the Nonscorable boxes of materials will NOT be scored.

- Place the completed *Materials Return Inventory Sheet* at the top of the school’s first box of Nonscorable materials.
- Fill any empty spaces in the boxes of Nonscorable test materials with crumpled paper or plastic air bubbles. Do not use shredded paper or foam “peanuts.”
- Seal the boxes.
- Label the boxes.

Affix a **preprinted GREEN** Nonscorable return label on the top of each box of Nonscorable test materials. Be certain the label is coded with the correct district. See figure below. Note: Boxes with the Green Nonscorable label and the UPS Nonscorable label are delivered to a different address than the Scorable boxes of materials.

![AASA Green Nonscorable Label](image)
Number the Nonscorable boxes for the district or charter by marking each box of Nonscorable materials accordingly as “BOX 1 of X,” “BOX 2 of X,” etc., in the “DIST: BOX ____ of ____” section of the Nonscorable return label. The “SCHOOL,” “SCH#,” and “SCH: BOX ____ of ____” section may be left blank. Enter the school name and entity number. If more than one school is included in the box, you may write the additional school(s) on the label. Only use 1 label per box. Make a note of the Pearson Green label and UPS Nonscorable tracking number for reference. It is very important to keep a list of ALL UPS tracking numbers and the date UPS picked up the boxes.

- Affix a UPS shipping label on the top of each box, next to the green Nonscorable label. Make a note of the UPS tracking number for reference.
- Keep the Nonscorable boxes in secure storage until the scheduled UPS retrieval.
- Note: Scorable and Nonscorable labels are DIFFERENT and are delivered to different addresses.

**Materials Retrieval**

The AASA materials will be returned by UPS Ground or XPO Logistics Freight Priority (or other assigned freight carrier). If you received your boxes by UPS Ground, you will return them by UPS Ground using the UPS labels provided. The same applies to XPO Logistics Freight (or other assigned freight carrier): if you received your boxes by XPO Logistics Freight (or other assigned freight carrier) you will return them by XPO Logistics Freight (or other assigned freight carrier) using the two Bill of Ladings (BOLs) provided.

For reference, you MUST keep a log of all Scorable and Nonscorable tracking numbers with date(s) boxes were picked up by UPS or the XPO Logistics Freight (or other assigned freight carrier).

Arrangements must be made by the Achievement District Test Coordinator to have all AASA boxes picked up by the dates listed below. Boxes that are not picked up by the last day of test materials pick-up based on the materials retrieval schedule must be expedited and shipped “overnight” at the cost of the district so that the box(es) reach Pearson no later than **April 20, 2022** for the Paper-Based Test and **May 6, 2022** for the Computer-Based Test.
Paper-Based Testing Schools (including Special Paper Version tests) – Materials Retrieval Critical Dates

<table>
<thead>
<tr>
<th></th>
<th>Paper-Based Testing Schools (including Special Paper Version tests)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring 2022 AASA</strong></td>
<td>Contact Carrier to Request Pick-up</td>
</tr>
<tr>
<td><strong>UPS Ground</strong></td>
<td>First day to request pick-up: April 8, 2022</td>
</tr>
<tr>
<td></td>
<td>Last day to request pick-up: April 13, 2022</td>
</tr>
<tr>
<td><strong>XPO Logistics Freight (or other assigned freight carrier)</strong></td>
<td>First day to request pick-up: April 8, 2022</td>
</tr>
<tr>
<td></td>
<td>Last day to request pick-up: April 13, 2022</td>
</tr>
</tbody>
</table>

Computer-Based Testing Schools (including Special Paper Version tests) – Materials Retrieval Critical Dates

<table>
<thead>
<tr>
<th></th>
<th>Computer-Based Testing Schools (including Special Paper Version tests)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring 2022 AASA</strong></td>
<td>Contact Carrier to Request Pick-up</td>
</tr>
<tr>
<td><strong>UPS Ground</strong></td>
<td>First day to request pick-up: April 8, 2022</td>
</tr>
<tr>
<td></td>
<td>Last day to request pick-up: April 29, 2022</td>
</tr>
<tr>
<td><strong>XPO Logistics Freight (or other assigned freight carrier)</strong></td>
<td>First day to request pick-up: April 8, 2022</td>
</tr>
<tr>
<td></td>
<td>Last day to request pick-up: April 29, 2022</td>
</tr>
</tbody>
</table>

Contact UPS Ground or XPO Logistics Freight Priority (or other assigned freight carrier) to schedule a pickup of Scorable and Nonscorable materials 24-48 hours in advance. (Districts/Charters in remote areas, please allow additional time.)

For locations using UPS Ground Shipping Service

If you received your boxes by UPS Ground, you will return them by UPS Ground using the UPS labels provided. Contact UPS Ground at the number on the UPS shipping label to arrange for the pickup of your boxes. Both the Scorable and the Nonscorable UPS Ground phone numbers are the same.
**UPS Shipping Label for Scorable Materials**

![UPS Shipping Label for Scorable Materials](image-url)
UPS Shipping Label for Nonscorable Materials

Shipping address for Nonscorables

Only to be used for Nonscorables

Spring 2022 AASA
Follow the instructions below to return your AASA Scorable and Nonscorable test materials by UPS Ground. Keep the Scorable boxes separate from the Nonscorable boxes. When contacting UPS Ground, follow the instructions below:

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

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

- An orange return label has been completed and affixed to the top of each box containing AASA Scorable materials.
- A UPS Scorable shipping label has been affixed to each box of AASA Scorable materials.
- Keep a list of the Tracking Numbers for each box that is being shipped. The bottom portion of the shipping label is meant to be kept because it includes the tracking number. Keep this portion of the shipping label (see image below) for future reference.

*Bottom Portion of UPS Label with Tracking Number*
☐ A **green** return label has been completed and affixed to the top of each box containing Nonscorable materials.

☐ A UPS Nonscorable shipping label has been affixed to each box of Nonscorable materials.

☐ Keep a list of the Tracking Numbers for each box that is being shipped. The bottom portion of the shipping label is meant to be kept because it includes the tracking number. Keep this portion of the shipping label (see image) for future reference.

☐ Verify the total number of boxes with the **green** return labels. Have this number ready for the driver.

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*Green Nonscorable Label and UPS Nonscorable Label Affixed to Box*
For locations using XPO Logistics Freight Priority (or other assigned freight carrier) Service

If you received your boxes by XPO Logistics Freight (or other assigned freight carrier), then you will return them by XPO Logistics Freight (or other assigned freight carrier) using the two Bill of Ladings (BOLs) provided. Contact XPO Logistics Freight Priority (or other assigned freight carrier) at the number on the BOL to arrange for the pickup of your boxes. Both the Scorable and the Nonscorable XPO Logistics Freight (or other assigned freight carrier) phone numbers are the same.

**Freight Priority BOLs for Scorable Materials**

**Freight Priority BOLs for Nonscorable Materials**
Below you will find the instructions for returning all AASA Scorable and Nonscorable test materials by XPO Logistics Freight (or other assigned freight carrier). Keep the Scorable boxes separate from the Nonscorable boxes. When contacting the XPO Logistics Freight (or other assigned freight carrier) office, follow the instructions below:

At the bottom of the BOL there is a contact phone number for your local XPO Logistics Freight (or other assigned freight carrier) office. The XPO Logistics Freight (or other assigned freight carrier) phone numbers for Scorable and Nonscorable materials are the same.

☐ Inform the XPO Logistics Freight (or other assigned freight carrier) representative that service will be Priority.

☐ Inform the representative that you have one Pre-Paid BOL for Scorable materials and another Pre-Paid BOL for Nonscorable materials.

☐ Inform the representative of the number of Scorable boxes and the number of Nonscorable boxes that are to be picked up.

☐ If available, inform the representative of the number of pallets.

☐ Inform the representative if a lift gate is required.

☐ Inform the representative of the physical address where the boxes will be picked up.

☐ Finally, inform the XPO Logistics Freight (or other assigned freight carrier) representative of your business hours.

Before the XPO Logistics Freight (or other assigned freight carrier) driver arrives, check the Scorable boxes to ensure the following:

☐ An orange return label has been completed and affixed to the top of each box containing Scorable materials. Scorable and Nonscorable labels are DIFFERENT and are delivered to different addresses.

☐ One XPO Logistics Freight (or other assigned freight carrier) Scorable BOL is ready to provide to the driver for all Scorable boxes.

☐ Verify the total number of boxes with the orange labels. Have this number ready for the driver.
One XPO Logistics Freight Priority (or other assigned freight carrier)
Scorable BOL for ALL Scorable Boxes
Before the XPO Logistics Freight (or other assigned freight carrier) driver arrives, check the **Nonscorable** boxes to ensure the following:

- **A green** return label has been completed and affixed to the top of each box containing **Nonscorable** materials. Scorable and Nonscorable Labels are **DIFFERENT** and are delivered to different addresses.
- One XPO Logistics Freight (or other assigned freight carrier) is ready to provide to the driver for all Nonscorable boxes.
- Verify the total number of boxes with the **green** labels. Have this number ready for the driver.

---

*One XPO Logistics Freight Priority (or other assigned freight carrier)*

*Nonscorable BOL for ALL Nonscorable Boxes*
## UPS Materials Packing Diagrams

### UPS Scorable Materials Packing Diagram

<table>
<thead>
<tr>
<th>School Header Lists</th>
<th>Spring 2022 AASA Scorable Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>All USED Student Test Booklets</td>
<td><strong>Note:</strong> For each school, separate Scorable test materials by grade and content area. Within each grade and content area, group by teacher. Each stack will include documents for only one grade and content area, by teacher.</td>
</tr>
<tr>
<td>DO NOT mix Scorable and Nonscorable materials in the same box.</td>
<td></td>
</tr>
<tr>
<td>Header Sheet to be included with each group (one (1) grade and one (1) content area in each group).</td>
<td></td>
</tr>
<tr>
<td>Scorable Material for multiple schools may be combined for shipping. Include one (1) School Header List for each school. Place the completed School Header List on the top of each school's stack of materials within the box.</td>
<td></td>
</tr>
</tbody>
</table>

**Diagram:**

- **School Header Lists**
- **Grade 3 - ELA**
  - Header Sheet
  - Student Test Booklet
- **Grade 3 - Math**
  - Header Sheet
  - Student Test Booklet
- **Grade 4 - ELA**
  - Header Sheet
  - Student Test Booklet
- **Grade 4 - Math**
  - Header Sheet
  - Student Test Booklet
- **Grade 5 - ELA**
  - Header Sheet
  - Student Test Booklet
- **Grade 5 - Math**
  - Header Sheet
  - Student Test Booklet

- **Start with District Box 1 of X**
  - (X = Total number of SCORABLE boxes)
- **Seal the box**
- **Place Scorable UPS label here**
- **Place orange label here**
- **Place in box**
### UPS Nonscorable Materials Packing Diagram

#### Spring 2022 AASA Nonscorable Materials

<table>
<thead>
<tr>
<th>School and District Material Inventory Sheets</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Used Regular Test Booklets (Separate by grade and content area)</td>
</tr>
<tr>
<td>All Used SPV Test Booklets (Separate by grade and content area)</td>
</tr>
<tr>
<td>ALL UNUSED:</td>
</tr>
<tr>
<td>Regular Test Booklets (Separate by grade and content area)</td>
</tr>
<tr>
<td>SPV Test Booklets (Separate by grade and content area)</td>
</tr>
<tr>
<td>UPS Labels</td>
</tr>
<tr>
<td>Return Labels</td>
</tr>
<tr>
<td>Header Sheets</td>
</tr>
</tbody>
</table>

**Diagram:**

- Start with District Box 1 of X
- (X = Total number of Nonscorable boxes)
- Place Nonscorable UPS label here
- Place Green label here
- Seal the box

Do not mix Scorable and Nonscorable materials in the same box.
XPO Logistics Freight (or other assigned freight carrier) Bill of Lading (BOL) —
Materials Return Packing Diagrams

**XPO Logistics Freight (or other assigned freight carrier) Bill of Lading (BOL) —
Scorable Materials Packing Diagram**

### Spring 2022 AASA Scorable Materials with Freight BOL

<table>
<thead>
<tr>
<th>School Header Lists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header Sheet</td>
</tr>
<tr>
<td>Student Test Booklet</td>
</tr>
</tbody>
</table>

**Grade 3 - ELA**

<table>
<thead>
<tr>
<th>School Header Lists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header Sheet</td>
</tr>
<tr>
<td>Student Test Booklet</td>
</tr>
</tbody>
</table>

**Grade 3 - Math**

<table>
<thead>
<tr>
<th>School Header Lists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header Sheet</td>
</tr>
<tr>
<td>Student Test Booklet</td>
</tr>
</tbody>
</table>

**Grade 4 - ELA**

<table>
<thead>
<tr>
<th>School Header Lists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header Sheet</td>
</tr>
<tr>
<td>Student Test Booklet</td>
</tr>
</tbody>
</table>

**Grade 4 - Math**

<table>
<thead>
<tr>
<th>School Header Lists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header Sheet</td>
</tr>
<tr>
<td>Student Test Booklet</td>
</tr>
</tbody>
</table>

**Grade 5 - ELA**

<table>
<thead>
<tr>
<th>School Header Lists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header Sheet</td>
</tr>
<tr>
<td>Student Test Booklet</td>
</tr>
</tbody>
</table>

**Grade 5 - Math**

<table>
<thead>
<tr>
<th>School Header Lists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header Sheet</td>
</tr>
<tr>
<td>Student Test Booklet</td>
</tr>
</tbody>
</table>

**Note:** For each school, separate Scorable test materials by grade and content area. Within each grade and content area, group by teacher. Each stack will include documents for only one grade and content area, by teacher.

**Start with District Box 1 of X**

(\(X = \text{Total number of SCORABLE boxes}\))

- Place orange label here
- Seal the box
- Provide the Freight Carrier with the Scorable BOL during pick-up.

---

**School Header Lists**

- **All USED Student Test Booklets**
  - **DO NOT mix Scorable and Nonscorable materials in the same box.**
  - Header Sheet to be included with each group (one (1) grade and one (1) content area in each group).
  - Scorable Material for multiple schools may be combined for Shipping. Include one (1) School Header List for each school. Place the completed School Header List on the top of each school's stack of materials within the box.
XPO Logistics Freight (or other assigned freight carrier) Bill of Lading (BOL) —
Nonscorable Materials Packing Diagram

Spring 2022 AASA Nonscorable Materials with Freight BOL

School and District Material Inventory Sheets

All Used Regular Test Booklets (Separate by grade and content area)

All Used SPV Test Booklets (Separate by grade and content area)

ALL UNUSED:

Regular Test Booklets (Separate by grade and content area)

SPV Test Booklets (Separate by grade and content area)

UPS Labels

Return Labels

Header Sheets

Do not mix Scorable and Nonscorable materials in the same box.

Start with District Box 1 of X

(X = Total number of NONSCORABLE boxes)

Place Green label here

Seal the box

Provide the Freight Carrier with the Nonscorable BOL during pick-up.
Contact Information

Questions regarding test administration, students required to test, test schedules, testing irregularities, and any issues that arise during test administration should be sent to the AASA Inbox: AASA@azed.gov. Please include your district entity number in your email.

High Importance – For issues that arise during actual student testing, send an email to the AASA Inbox and indicate in the subject line “Students Testing – Need Help”. Mark your email with a “High Importance” flag. Include a phone number so that we are able to contact you back if necessary. ADE will respond as quickly as possible. Do not leave a voice message as these calls are not responded to as quickly as emails. In your email, include any error message or code the student or Test Administrator is receiving.

Contact the Pearson Customer Support Line with questions regarding any of the PearsonAccessnext tasks, technical issues, issues receiving or returning Paper-Based test materials, and general testing or functionality questions.

Customer Support Line at Pearson
Phone: 1.888.705.9421, Option 3
Email: Visit PearsonAccessnext at https://az.pearsonaccessnext.com and click on the “Contact Arizona Support” link.
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.