



# Spring 2023 AzSCI District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Spring 2023 AzSCI online and Special Paper Version test administration.

**PearsonAccess<sup>next</sup> (PAN) will open for the AzSCI test administration on February 1, 2023.**

AzSCI - Before Test Administration		Dates	Resource
<input type="checkbox"/>	<p><b>Technology Ready</b> - Download the TestNav application on all devices to be used by students for the AzSCI test administration.  <a href="http://download.testnav.com">http://download.testnav.com</a></p>	Ongoing	<a href="http://download.testnav.com">http://download.testnav.com</a>
<input type="checkbox"/>	<p><b>Special Paper Version (SPV) Test Requests</b> – SPV test accommodations include Braille, Large Print, and Regular Print SPV tests. All SPV test requests must be submitted to ADE for approval using the secure ADE online form: <a href="https://www.azed.gov/assessment/spv2023">https://www.azed.gov/assessment/spv2023</a>.  <i>Note: Please submit SPV test requests as soon as possible within this window. SPV tests may not be available for requests submitted after February 24, 2022. Contact ADE at <a href="mailto:AzSCI@azed.gov">AzSCI@azed.gov</a> if a student has an injury or illness after February 24, 2023 that necessitates a paper test.</i></p>	9/6/22-2/24/23	<a href="#">SPV Test Request Process Quick Guide</a>
<input type="checkbox"/>	<p><b>Additional Accommodations Requests</b> - If a student requires additional accommodations beyond the Universal Tools, Universal Test Administration Conditions, or Accommodations described in the <a href="#">Achievement Accommodations Manual</a>, a request must be submitted to ADE for approval using the secure ADE online form: <a href="https://www.azed.gov/assessment/achievement_aa_fy23">https://www.azed.gov/assessment/achievement_aa_fy23</a>.</p> <ul style="list-style-type: none"> <li>Some examples of Additional Accommodations requests to be submitted include American Sign Language (ASL) form of the test or Assistive Technology needed by the student during testing.</li> </ul>	10/11/22-2/24/23	<a href="#">Additional Accommodations Process Quick Guide</a>
<input type="checkbox"/>	<p><b>District Test Coordinator (DTC) Trainings</b> – Trainings will be available in Winter 2022-2023 and should be completed before tests are administered.  <i>Note: DTCs must assure that all Test Administrators (TAs) have received training prior to administering any test session.</i>  <a href="https://azachieve.tms.pearson.com/">https://azachieve.tms.pearson.com/</a></p>	Winter 2022-2023	<a href="https://azachieve.tms.pearson.com/">https://azachieve.tms.pearson.com/</a>
<input type="checkbox"/>	<p><b>Online Sample Tests and Tutorial</b> – Students should practice with the online sample tests and tutorial so they can become familiar with the test features, tools, and different types of items on the online tests. Online sample tests are located at <a href="https://home.testnav.com/">https://home.testnav.com/</a>. Select “Arizona,” then click on “Mic Check and Sample Tests.” Scoring Guides for AzSCI Sample Tests are posted on the <a href="#">AzSCI webpage</a> under “AzSCI Sample Tests.”</p>	Ongoing	<a href="https://home.testnav.com/">https://home.testnav.com/</a>
<input type="checkbox"/>	<p><b>Pearson Technology Office Hours</b> – Available in 15 min., 30 min., or 60 min. sessions for district or school technology personnel responsible for setting up testing devices for online testing. Office hours registration begins January 2, 2023.  <b>Link to register:</b> <a href="https://calendly.com/az-field-services-engineering">https://calendly.com/az-field-services-engineering</a></p>	1/9/23-2/3/23	<a href="https://calendly.com/az-field-services-engineering">https://calendly.com/az-field-services-engineering</a>
<input type="checkbox"/>	<p><b>Verify Contact Information and Shipping Address in PearsonAccess<sup>next</sup> (PAN)</b> – All changes or corrections must be made by notifying ADE at <a href="mailto:AzSCI@azed.gov">AzSCI@azed.gov</a> no later than February 24, 2023.  <i>Note: If you have multiple districts, you must verify each district separately.</i></p>	2/1/23-2/24/23	PAN User’s Guide

AzSCI - Before Test Administration (continued)		Dates	Resource
<input type="checkbox"/>	<p><b>Create User Accounts in PAN</b> – District Test Coordinators and/or School Test Coordinators may create user accounts for School Test Coordinators, School Test Administrators, and/or Technology Coordinators. User accounts can be added manually or through an import file. <i>Note: Users currently in PAN for AZELLA or AASA must also have an account created for AzSCI.</i></p>	Ongoing beginning 2/1/23	PAN User’s Guide
<input type="checkbox"/>	<p><b>Revise Student Enrollments in ADE’s AzEDS as Needed</b> – The last day to revise enrollments in AzEDS is <b>Wednesday, February 15, 2023</b>. ADE will extract all student information from AzEDS for students enrolled in Grade 5, Grade 8, and Grade 11 (Cohort 2024).</p>	No later than 2/15/23	
<input type="checkbox"/>	<p><b>Review Students in PAN</b> – Log into PAN to view students associated with your district/schools from the ADE upload of students. Students uploaded will automatically be registered and assigned a test.  <i>Note: Students who qualify for the Alternate Assessment, MSAA, are included in ADE’s upload of students. This is because there is no indicator in AzEDS to indicate a student participates in MSAA; however, students who qualify for MSAA <b>should not</b> be administered AzSCI. These student records do not need to be deleted from PAN because PAN is not used for Accountability purposes.</i>  <i>Note: BIE or private school students will not be loaded into PAN as part of the state upload of students.</i></p>	2/20/23	PAN User’s Guide
<input type="checkbox"/>	<p><b>Add New Students in PAN</b> – Students who are not included in the ADE upload of students to PAN will need to be added either manually or through an import file. Students added manually must be registered and assigned a test. Students added through an import file will be registered and assigned a test automatically through the import process.</p>	2/21/23- Prior to testing	PAN User’s Guide
<input type="checkbox"/>	<p><b>Create Testing Groups (Optional)</b> – The Testing Groups function may be used to group students by classroom or testing days.</p>	2/21/23- Prior to testing	PAN User’s Guide
<input type="checkbox"/>	<p><b>Submit Work Requests in PAN as Needed</b> – A work request must be submitted for any students who need to be added in PAN but are already associated with another school or district. A work request will request that the student be transferred from one school/district to another school/district in PAN. The DTC from the releasing district will receive an email notifying them of the request.</p>	2/21/23- Prior to testing	PAN User’s Guide
<input type="checkbox"/>	<p><b>Special Paper Version (SPV) or American Sign Language (ASL) Test Sessions in PAN (ADE)</b> – ADE will move students approved for SPV or ASL tests into the appropriate SPV or ASL test sessions and will also indicate the SPV or ASL accommodation in the student’s profile in PAN. <i>Note: ADE will begin this task for SPV tests on 2/21/23.</i></p>	2/21/23- Prior to testing	
<input type="checkbox"/>	<p><b>Additional Order Window</b> – Place Additional Order for materials if needed. <b>All Additional Orders will be reviewed for approval by ADE.</b></p> <ul style="list-style-type: none"> <li>A <b>limited</b> number of paper copies of the Test Coordinator’s Manual (TCM) and Test Administration Directions (TAD) may be ordered during the Additional Order window. TCMs and TADs <b>will not</b> be sent automatically as an initial order but will be available electronically in PAN and on the ADE website.</li> </ul>	<b>Order Window for Test Materials:</b> 2/27/23- 4/6/23	PAN User’s Guide

AzSCI - Before Test Administration (continued)		Dates	Resource
<input type="checkbox"/>	<b>Additional Order Window (continued)</b> <ul style="list-style-type: none"> <li>ADE will place an order for any approved SPV tests as well as the nonscorable labels and UPS shipping labels needed for returning SPV tests to Pearson.</li> <li>Boxes that SPV test booklets are shipped in must be saved to use for returning the test booklets to Pearson after testing.</li> </ul>	<b>Order Window for Return Materials:</b> 2/27/23 - 4/14/23	PAN User's Guide
<input type="checkbox"/>	<b>Prepare for Testing</b> – Review directions for accessing the session resources and related activities. Related activities and session resources to prepare a test session include scheduled sessions, session student roster, and secure Testing Tickets. These activities must be started several days prior to testing.	Several days prior to testing	PAN User's Guide
<input type="checkbox"/>	<b>Testing Tickets</b> – Print Testing Tickets for each student. Testing Tickets contain student information and should be treated as secure test materials.	Several days prior to testing	PAN User's Guide
<input type="checkbox"/>	<b>Prepare Test Session(s) in PAN</b> – This task should be done prior to the first day of testing and can take time to complete, depending on how many students are in the session.	Several days prior to testing	PAN User's Guide
AzSCI - Test Administration		Dates	Resource
<input type="checkbox"/>	<b>AzSCI Test Window for Grades 5, 8, and 11 (Cohort 2024)</b> – online administration only, including Special Paper Version (SPV) tests. <i>Note: All student responses from SPV tests must be entered into the TestNav system within this same window.</i>	3/20/23-4/14/23	Test Administration Directions
<input type="checkbox"/>	<b>Start and Unlock Test Session</b> – On testing day, a test session must be started and unlocked for <b>students present</b> for testing. This must be completed by Test Administrators before students can log in to TestNav.	Day of Testing	PAN User's Guide
<input type="checkbox"/>	<b>Manage Test Units</b> – Test Administrators may monitor a student's test progress in PAN.	3/20/23-4/14/23	PAN User's Guide
AzSCI - After Test Administration		Dates	Resource
<input type="checkbox"/>	<b>Return SPV Materials to Pearson</b> – Collect all SPV tests from Test Administrators. Follow the packing and return shipment instructions in the Test Coordinator's Manual. If return shipment of materials is not picked up by UPS by <b>April 18, 2023</b> , contact ADE at <a href="mailto:AzSCI@azed.gov">AzSCI@azed.gov</a> .	3/27/23-4/18/23	Test Coordinator's Manual
<input type="checkbox"/>	<b>Other Testing Materials</b> - Securely destroy Testing Tickets and student scratch paper. Test Coordinator's Manuals and Test Administration Directions are not considered secure test materials and may be disposed of locally.	After testing	Test Coordinator's Manual
<input type="checkbox"/>	<b>Score Reports (Electronic)</b> – AzSCI electronic score reports and Student Data Files will be available to view, download, and print in PAN.	5/26/23	PAN User's Guide & AzSCI Reporting Guide
<input type="checkbox"/>	<b>AzSCI Summary File (Electronic)</b> - Summary performance data provided to districts and schools in a .txt tab delimited file.	6/9/2023	AzSCI Reporting Guide
<input type="checkbox"/>	<b>Score Reports (Paper)</b> – Paper copies of student score reports will be delivered to districts and charters.	6/16/23	AzSCI Reporting Guide
<input type="checkbox"/>	<b>Complete corrections in ADEConnect</b>	6/30/23	

## Spring 2022 AzSCI Resources

Resources for completing all AzSCI tasks will be posted in PearsonAccess<sup>next</sup>: <https://az.pearsonaccessnext.com>

- PearsonAccess<sup>next</sup> User's Guide
- PearsonAccess<sup>next</sup> Quick Guides
- TestNav Online User Guide
- AzSCI Test Coordinator's Manual (TCM)
- AzSCI Test Administration Directions (TAD)

Resources will also be posted on ADE's District Test Coordinator webpage and in PearsonAccess<sup>next</sup> under Support > Documentation as they become available.

### ADE Websites and Resources:

- Achievement District Test Coordinator's webpage: <https://www.azed.gov/assessment/achievement-dtcs>
- AzSCI webpage: <https://www.azed.gov/assessment/sci>
- [Arizona Accommodations Manual](#)
- [SPV Test Request Process Quick Guide](#)
- [Additional Accommodations Request Quick Guide](#)

## Contact Information

Contact ADE at [AzSCI@azed.gov](mailto:AzSCI@azed.gov).

Contact Pearson: Visit PearsonAccess<sup>next</sup> at <https://az.pearsonaccessnext.com> and click on the "Contact Arizona Support" link.