

**Spring 2023**



# **Test Coordinator's Manual**

**Grades 3–8  
ELA and  
Math**



ARIZONA'S  
ACADEMIC  
STANDARDS  
ASSESSMENT



**Test Coordinator Name**



# Table of Contents

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General Testing Information . . . . .	1
Available Resources for the Test . . . . .	2
Responsibilities of the Achievement District Test Coordinator . . . . .	3
Before Testing . . . . .	3
During Testing . . . . .	5
After Testing . . . . .	5
Procedures for Test Administration . . . . .	7
Students to Be Tested . . . . .	7
Test Administration Schedule . . . . .	8
Testing Locations . . . . .	10
Required Test Materials . . . . .	10
School-Provided Materials . . . . .	11
AASA Calculator Policy . . . . .	13
Test Security . . . . .	14
Student Confidentiality . . . . .	14
AASA Test Irregularity Process . . . . .	15
Testing Platforms . . . . .	17
PearsonAccess <sup>next</sup> System . . . . .	17
TestNav System . . . . .	18
Special Paper Version Tests Accommodations . . . . .	19
Arrangements Prior to Test Administration . . . . .	20
Test Administration Directions . . . . .	20
Computer-Based Test (CBT)—Testing Information . . . . .	21
Before Testing . . . . .	21
Reviewing AASA Sample Tests . . . . .	21
Receiving Test Materials . . . . .	21
Distributing Test Materials . . . . .	21
Secure Testing Tickets . . . . .	22
During Testing . . . . .	22
Monitoring Test Completion . . . . .	23
Transferring SPV Student Responses to the TestNav System . . . . .	23
After Testing . . . . .	23
Nonscorable Test Materials—Destroyed/Discarded Locally . . . . .	24
Paper-Based Test (PBT)—Testing Information . . . . .	24
Before Testing . . . . .	25
AASA Secure Test Booklets . . . . .	25
Receiving Test Materials—Regular Test Booklets and Special Paper Version Tests . . . . .	25
Transferring Secure Materials Between Schools Within Your District . . . . .	27
Pre-ID Labels and Student Demographic Information . . . . .	28
For Paper-Based Testing (PBT) Schools—Students with a Pre-ID Label . . . . .	28
For Paper-Based Testing (PBT) Schools—Students without a Pre-ID Label . . . . .	30

During Testing . . . . .	30
Precautions for Paper-Based Testing (PBT) and Special Paper Version Tests . . . . .	31
After Testing . . . . .	32
Completing the Orange-colored Header Sheets for AASA Scorable Test Booklets. . . . .	33
Completing School Header Lists . . . . .	38
Transferring SPV Student Responses to the TestNav System . . . . .	39
Administering Special Paper Version Tests . . . . .	39
Logging into TestNav and Accessing the Student’s Assessment . . . . .	40
Transferring Student Responses into TestNav . . . . .	40
Returning Special Paper Version Materials to Pearson . . . . .	40
Checklist for Packing and Shipping Test Materials. . . . .	40
District Checklist . . . . .	40
Paper-Based Testing (PBT) School Checklist . . . . .	40
Assembling Nonscorable Test Materials and Special Paper Version Tests . . . . .	43
Completing an AASA Materials Return Inventory Sheet. . . . .	43
Materials Retrieval. . . . .	45
UPS Materials Packing Diagrams . . . . .	55
XPO Logistics Freight (or other assigned freight carrier) Bill of Lading (BOL)—	
Materials Return Packing Diagrams . . . . .	57
Contact Information . . . . .	59





# 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 2023 AASA Test Coordinator's Manual (TCM)* and the corresponding *Spring 2023 AASA Test Administration Directions (TAD)* manual. Separate TAD manuals will be provided for Computer-Based Testing (CBT) and Paper-Based Testing (PBT) schools. Achievement District Test Coordinators must review the *Spring 2023 AASA Test Coordinator's Manual* and the *Spring 2023 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, and 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.

The Oral Reading Fluency (ORF) test unit is administered to Grade 3 students only. Exception: Grade 3 students taking the American Sign Language (ASL) test should not be administered the ORF test.

Computer-Based Testing schools must administer the ORF test online in TestNav. Paper-Based Testing schools must administer the ORF test using a landline speaker telephone with a keypad and a lithocode (provided on the student's Pre-ID label). Administering the ORF test over the telephone requires a one-to-one administration with each student. More information about lithocodes and the telephone ORF administration can be found in the PearsonAccess<sup>next</sup> User's Guide.

All Grade 3 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 2023 AASA testing, Achievement District Test Coordinators must be familiar with the content of this manual and the content of the following additional resources:

- *Spring 2023 AASA Test Administration Directions (TAD)*—Computer-Based Testing (CBT)
- *Spring 2023 AASA Test Administration Directions (TAD)*—Paper-Based Testing (PBT)
- *Arizona Accommodations Manual* -  
<http://www.azed.gov/assessment/accessibility/>
- *PearsonAccess<sup>next</sup> 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 PearsonAccess<sup>next</sup> (<https://az.pearsonaccessnext.com>). Paper copies of the *Spring 2023 AASA Test Coordinator's Manual (TCM)* and the *Spring 2023 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 24, 2023 – April 21, 2023. Schools taking the Paper-Based Test will have a different Additional Order window, March 24, 2023 – April 5, 2023.

# 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 Testing or Paper-Based Testing 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

- ☐ Submit to Arizona Department of Education (ADE) a copy of the **2022-2023 Assessment Test Coordinator and Security Agreement**.
- ☐ Submit documentation to ADE for any students who require a Special Paper Version (SPV) test.
- ☐ Complete Achievement testing pre-test training.
- ☐ Verify student enrollments in PearsonAccess<sup>next</sup> from ADE's upload of students, and add student enrollments, as needed.
- ☐ Train Test Administrators on test administration procedures, test security procedures, and Test Administrator responsibilities.
- ☐ Obtain and locally store signed copies of the **2022-2023 Achievement Tests Staff Security Agreement** for all staff members who will have access to the online tests or who will handle test materials.
- ☐ 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.
- ☐ Prepare and securely store secure test materials.
- ☐ Create 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.
- ☐ Answer questions from School Test Coordinators, Technology Coordinators, and Test Administrators, and if necessary, escalate by contacting Pearson or ADE.
- ☐ **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 test window.



### Before Testing—Additional Responsibilities for Computer-Based Testing (CBT)

- ☐ Ensure that all appropriate school personnel have access to PearsonAccess<sup>next</sup> with the correct user role.
- ☐ Ensure that devices and test materials to be used for testing are ready.
- ☐ Ensure that Test Administrators and students have had appropriate practice with the AASA Sample Tests.
- ☐ Prepare and securely store secure test tickets for students.
- ☐ Arrange for a supply of headsets with a microphone. Wired headphones for students are required for the Grade 3 Oral Reading Fluency (ORF) test administration and are also used for the Writing and Math text-to-speech feature. Wireless headphones are prohibited.

### 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. **Note:** Students will need to complete the required identification information on the cover of their test booklet.
- ☐ PBT schools will administer the ORF test unit one-on-one with Grade 3 students using a landline speaker telephone with a keypad.
- ☐ 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 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 2022-2023 Special Paper Version Test Request Process document at <https://www.azed.gov/assessment/achievement-dtcs>.
- ☐ For the 2022-2023 school year, ADE will create an SPV test session in PearsonAccess<sup>next</sup> for any student(s) with an approved SPV test and will move the student(s) into the SPV test session prior to testing. ADE will also place an order for approved SPV tests at the beginning of the Additional Order window.
- ☐ 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 SPV test booklet.
- ☐ Ensure that Test Administrators are familiar with instructions for administering SPV tests, which are included in the *Spring 2023 AASA Test Administration Directions* and the *Spring 2023 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.
- ☐ 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.
- ☐ 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 secure 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 PearsonAccess<sup>next</sup>.
- ☐ Report any testing improprieties into PearsonAccess<sup>next</sup> or to ADE (submission location will vary depending upon the impropriety).

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

- ☐ Monitor Test Completion and Manage Testing in PearsonAccess<sup>next</sup>.

## During Testing—Additional Responsibilities for Paper-Based Testing (PBT)

- ☐ Check out secure test booklets to the Test Administrators at the beginning of each day of testing.
- ☐ Check in secure test booklets from the Test Administrators at the end of each day of testing.

## After Testing

- ☐ Account for all secure testing tickets and other secure materials before secure disposal at the school or district.
- ☐ Ensure the local disposal of the *Spring 2023 AASA Test Coordinator's Manual* and the *Spring 2023 AASA Test Administration Directions*.
- ☐ If the school requested Braille SPV tests, the *Spring 2023 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.
- ☐ 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 PearsonAccess<sup>next</sup>.
- ☐ Complete the *School Header List*.
- ☐ Complete the *Materials Return Inventory Sheet*.
- ☐ If test booklet has been contaminated, ensure that student responses from contaminated Scorable test materials have been transferred to clean test booklets. For any contaminated Special Paper Version test booklets, ensure that the student's responses have been entered into TestNav to be scored.
- ☐ Destroy and document contaminated test materials.
- ☐ Box the materials for return shipping as instructed in this manual.
- ☐ During the Spring 2023 AASA, for Paper-Based Testing schools, the Grade 3 **Scorable** test materials (if applicable) should be returned in a separate box from the Grades 4-8 Scorable test materials. To accommodate for this separate return, there will be different color-coded return labels for the Grade 3 and Grades 4-8 Scorable test materials. The **lavender** return label should be used to return Grade 3 Scorable test materials (if applicable) and the **orange** return label should be used to return the Grades 4-8 Scorable test materials. **Important: Do not mix Scorable and Nonscorable materials in the same box.**
- ☐ When boxing **Nonscorable** test materials, Grade 3 materials may be mixed with Nonscorable materials from Grades 4-8.
- ☐ Keep any extra **lavender** (Grade 3 Scorable test materials), **orange** (Grades 4-8 Scorable test materials), and **green** (All Grades Nonscorable test materials) 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, you will return them by UPS 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 no later than April 13, 2023.

## After Testing—Additional Responsibilities for Special Paper Version Tests for Paper-Based Testing (PBT) Schools

- ☐ 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, no later than April 12, 2023, the final day of the PBT testing window.
- ☐ Ensure the local disposal of the *Spring 2023 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 13, 2023. Special Paper Version test materials are to be returned to Pearson as Nonscorable materials.

## After Testing— Additional Responsibilities for Special Paper Version Tests for Computer-Based Testing (CBT) Schools

- ☐ Ensure that all student **Writing** responses for Special Paper Version tests are transferred into TestNav by the Test Administrator by April 14, 2023.
- ☐ Ensure that all Grade 3 students have completed the Oral Reading Fluency (ORF) online test, and that all **Reading** and **Math** responses are transferred into TestNav by April 28, 2023.
- ☐ Ensure the local disposal of the *Spring 2023 AASA Test Coordinator's Manual* and the *Spring 2023 AASA Test Administration Directions*.
- ☐ If the school requested Braille SPV tests, the *Spring 2023 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 1, 2023.

## 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), should not participate in AASA testing. 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 the test administration 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.

- AASA assessments are untimed.
- 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 units), and Oral Reading Fluency. All ELA units must be completed to receive an ELA score. The Math test consists of two units. All Math units must be completed to receive a Math score.
- Five test units must be administered to grades 4–8 students. The ELA test consists of Writing and Reading (two units). All ELA units must be completed to receive an ELA score. The Math test consists of two units. All Math units must be completed to receive a Math score.
- The Writing test unit must be administered first.
- Writing must be administered on a separate test day than Reading and Math.
- Testing days do not have to be consecutive days, and ELA testing days are not necessarily the same days as the Math testing days.
- 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.
- **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.

**Spring 2023 Computer-Based Testing and SPV Tests Transferred into TestNav for CBT Schools**

Computer-Based Testing schools must have student writing responses from SPV tests for the ELA Writing test unit transferred into TestNav by April 14, 2023. Student responses for all other ELA and Math test units from SPV tests must be transferred into TestNav by April 28, 2023.

Content Areas	Grade(s)	Test Unit(s)	Suggested Times (in minutes)	First Day of Testing	Last Day of Testing (including SPV tests transfer into TestNav and make-up testing)
<b>ELA Writing</b> (First test unit)	Grades 3–8	Unit 1 only	60-90 min.	April 3, 2023	April 14, 2023
<b>ELA Oral Reading Fluency (ORF)*</b>	Grade 3 only	Unit 1 only	15 min.	April 3, 2023	April 28, 2023
<b>ELA Reading</b>	Grades 3–8	Unit 1	45-75 min.	April 3, 2023	April 28, 2023
		Unit 2	45-75 min.	April 3, 2023	April 28, 2023
<b>Math</b>	Grades 3–8	Unit 1	60-85 min.	April 3, 2023	April 28, 2023
		Unit 2	60-85 min.	April 3, 2023	April 28, 2023

**Spring 2023 Paper-Based Testing and SPV Tests Transferred into TestNav for PBT Schools**

Paper-Based Testing schools must have student responses from SPV tests transferred into TestNav by April 12, 2023.

Content Areas	Grade(s)	Test Unit(s)	Suggested Times (in minutes)	First Day of Testing	Last Day of Testing (including SPV tests transfer into TestNav and make-up testing)
<b>ELA Writing</b> (First test unit)	Grades 3–8	Unit 1 only	60-90 min	April 3, 2023	April 12, 2023
<b>ELA Oral Reading Fluency (ORF)*</b>	Grade 3 only	Unit 1 only	15 min.	April 3, 2023	April 12, 2023
<b>ELA Reading</b>	Grades 3–8	Unit 1	45-75 min.	April 3, 2023	April 12, 2023
		Unit 2	45-75 min.	April 3, 2023	April 12, 2023
<b>Math</b>	Grades 3–8	Unit 1	60-85 min.	April 3, 2023	April 12, 2023
		Unit 2	60-85 min.	April 3, 2023	April 12, 2023

**General Testing Notes:**

- \* Grade 3 Oral Reading Fluency (ORF) must be administered to Grade 3 only. Exception: Grade 3 students taking the American Sign Language (ASL) test should not be administered the ORF test.
- 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 administer the ORF test unit one-on-one with students using a landline speaker telephone with a keypad.
- All Grade 3 students taking an SPV test will be administered the ORF test online in TestNav.
- 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 in person 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](mailto:AASA@azed.gov). AASA tests cannot be administered remotely and 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

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 Testing and Paper-Based Testing schools during the initial shipment of materials:

- ☐ *Spring 2023 AASA Test Administration Directions* (TAD)
- ☐ *Spring 2023 AASA Test Coordinator's Manual* (TCM)

Additionally, Pearson will provide the following test materials for the AASA administration to Paper-Based Testing schools based on ADE-provided enrollments in PearsonAccess<sup>next</sup>:

- ☐ AASA Grades 3-8 Regular Paper test booklets (for Paper-Based 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 PearsonAccess<sup>next</sup> during the Additional Order window:

- Paper-Based test materials, including SPV test materials for Paper-Based schools, additional order window: March 24, 2023 – April 5, 2023
- Computer-Based test, including SPV test materials for Computer-Based schools, additional order window: March 24, 2023 – April 21, 2023
- Return materials additional order window: March 24, 2023 – April 28, 2023

Additional orders will be reviewed and approved by ADE. For instructions on how to place an additional order, please refer to the *PearsonAccess<sup>next</sup> User's Guide*.

**Note:** In Spring 2023, 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—Materials Required to be Provided to Test Administrators:

- ☐ Wired headphones for students—Wireless headphones are prohibited. For students who require hearing aids and amplification to hear the test directions, please contact ADE regarding devices requiring a Bluetooth connection.
- ☐ For the ORF test unit, headsets with microphones are required. It is recommended that headsets be unidirectional, with noise-cancelling microphones.
- ☐ *Spring 2023 AASA Test Administration Directions*
- ☐ Device for the Test Administrator
- ☐ Device for each student to be tested with TestNav application installed
- ☐ Each device must have the required headphone, keyboard, and mouse and be in working order.
- ☐ "Testing-Do Not Disturb" signs
- ☐ Roster of AASA eligible students to be tested
- ☐ Printed secure testing ticket for each student to be tested
- ☐ Supply of sharpened pencils with erasers
- ☐ Blank, lined, or graph scratch paper
- ☐ Sign in/out log for restroom breaks

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.



**ELA Writing:** An online dictionary and thesaurus are available to students within the online test. Commercially published paper dictionaries and commercially published paper thesauruses may also be available for student use during the online Writing test unit.

**ELA Oral Reading Fluency ORF:** 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>.

**Math:** 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 Math Unit 1 only. Refer to the AASA Calculator Policy in this document for additional calculator guidance.

**Paper-Based Testing (PBT) Schools—Materials Required to be Provided to Test Administrators:**

- ☐ 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
- ☐ 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 Unit 1 only. No calculators permitted on AASA Math Unit 2.)

# AASA Calculator Policy

Calculators are permitted on Grades 7 and 8 Math Unit 1 only. The following table lists the types of calculators permitted. On tests where calculators are permitted, it is ideal for a student to use the recommended acceptable calculator. If the recommended calculator is not available, students may use a calculator with less functionality.

## AASA Calculators

Test/Grade	Calculator Policy
Math Grades 3–6	<b>No calculators permitted on AASA.</b>
Math Grades 7–8	<p>Scientific calculators are permitted on AASA Math Unit 1 only. No calculators are permitted on AASA Math Unit 2.</p> <p><b>Scientific calculator should include these functions: standard four functions (addition, subtraction, multiplication, and division), decimal, change sign (+/-), parentheses, square root, and <math>\pi</math>. They may NOT include: any problem solving or programming capabilities, place values, and inequalities.</b></p> <p><b><i>Sample acceptable calculator: TI-30X IIS or similar. The Desmos Scientific calculator is embedded in the online AASA Math Unit 1 test.</i></b></p>

## Additional Calculator Guidance

For Grades 7-8 AASA Math Unit 1 only, the Computer-Based test will include the acceptable online version of an approved calculator. Providing handheld calculators is not a requirement for schools administering the Computer-Based test. 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 a **2022-2023 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 2022-2023. 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 **2022-2023 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 **2022-2023 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 2023 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](mailto:AASA@azed.gov) and by submitting a test irregularity report in PearsonAccess<sup>next</sup>. 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 unauthorized individuals TestNav sign in information (username and password)
- Providing students with the wrong credentials or incorrect secure testing ticket during the sign in process causing students to sign in to another student's form and test under another student's information
- Misusing secure testing tickets or Pre-ID Labels

**Only verified 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 (exceptions: Test Administrators who must key-enter the student responses for the SPV tests).**

## AASA Test Irregularity Process

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. In the event of any unforeseen circumstances, the Achievement District Test Coordinator should submit a testing incident report to ADE through PearsonAccess<sup>next</sup> as soon as possible after the incident occurs. Authorization to reopen the test unit may be allowed only after ADE review and approval.

### Follow these steps for an accidental online test submission:

1. Test Administrators should record the incident and allow the student to continue testing. Do not allow the student to leave the testing environment.
2. Test Administrators should be instructed to report any test irregularity that may arise during testing to the School Test Coordinator immediately.
3. School Test Coordinators must notify Achievement District Test Coordinators of any test irregularities that are reported.
4. The Achievement District Test Coordinator must report the incident by submitting "Reopen Session" ticket to AASA. For issues that arise during actual student testing, send an email to [AASA@azed.gov](mailto:AASA@azed.gov) and indicate in the subject line "Students Testing—Need Help." Mark your email with a "High Importance" flag. Include your district entity number, a phone number, and email so that we can contact you if needed. In your email include any error message or code the student or Test Administrator is receiving.

### Follow these steps for Pearson Customer Support for a technology issue:

1. Test Administrators should record the incident and allow the student to continue testing. Do not allow the student to leave the testing environment.
2. Test Administrators should be instructed to report any test irregularity that may arise during testing to the School Test Coordinator immediately.
3. School Test Coordinators must notify Achievement District Test Coordinators of any test irregularities that are reported.
4. The Achievement District Test Coordinator must report the incident by submitting "Help" ticket to Pearson Customer Support (Help Desk) at <https://az.pearsonaccessnext.com/customer/index.action#>.
5. If the test form needs to be reset, email [AASA@azed.gov](mailto:AASA@azed.gov) and indicate in the subject line "Students Testing—Reset Form." Mark your email with a "High Importance" flag. Include your district entity number, a phone number, and email so that we can contact you if needed. In your email include any error message or code the student or Test Administrator is receiving.

**Follow these steps to report an AASA testing violation:**

1. Test Administrators should record the incident and allow the student to continue testing. Do not allow the student to leave the testing environment.
2. Test Administrators should be instructed to report any test irregularity that may arise during testing to the School Test Coordinator immediately.
3. School Test Coordinators must notify Achievement District Test Coordinators of any test irregularities that are reported.
4. The Achievement District Test Coordinator must report the incident within 24 hours by logging into PearsonAccess<sup>next</sup> 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 *PearsonAccess<sup>next</sup> User's Guide* for detailed instructions on submitting a test irregularity.
5. ADE will review the request for an irregularity in PearsonAccess<sup>next</sup>.
6. ADE will email the Achievement District Test Coordinator with any initial questions and will add a comment in PearsonAccess<sup>next</sup>, if a test is invalidated. Once the test irregularity is reported in PearsonAccess<sup>next</sup>, 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.

# Testing Platforms

Pearson's testing platform includes two systems: PearsonAccess<sup>next</sup> and TestNav.

## PearsonAccess<sup>next</sup> System

Achievement District Test Coordinators will receive their PearsonAccess<sup>next</sup> login credentials December 21, 2022. Achievement District Test Coordinators will use the PearsonAccess<sup>next</sup> system to:

- Upload and manage other PearsonAccess<sup>next</sup> 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 secure testing tickets
- Monitor test completion rates for online testing and TestNav entry
- Report testing irregularities for online testing

The *PearsonAccess<sup>next</sup> User's Guide* provides instructions for these functions.

### *Users*

Achievement District Test Coordinators are responsible for maintaining all PearsonAccess<sup>next</sup> 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 PearsonAccess<sup>next</sup> user with the role School Test Coordinator to assist the Achievement District Test Coordinator.

All Test Administrators must have a PearsonAccess<sup>next</sup> user role of School Test Administrator or higher in order to administer the AASA Computer-Based Test.

A user may have different user roles at different schools. If any school staff members will have School Test Coordinator role or Test Administrator role (for Paper-Based Testing schools or SPV testing) at more than one school within the district, they must be added to each of those schools in PearsonAccess<sup>next</sup>.

### *Students*

All students participating in the AASA must be registered and enrolled in PearsonAccess<sup>next</sup>, including students that are taking Special Paper Version tests.

ADE will provide Pearson with the student information to upload to PearsonAccess<sup>next</sup>. Student information will be based on student enrollments in AzEDS as of January 25, 2023.

After February 6, 2023, Achievement District Test Coordinators are responsible for adding new students to PearsonAccess<sup>next</sup> so that all students who will participate in the AASA have an enrollment in PearsonAccess<sup>next</sup>. School Test Coordinators may help the Achievement District Test Coordinator with this task. Refer to the "Managing Students" section of the *PearsonAccess<sup>next</sup> 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/>.

PearsonAccess<sup>next</sup> 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 PearsonAccess<sup>next</sup> **prior** to the student testing. Non-embedded accommodations are set in PearsonAccess<sup>next</sup> **after** testing for students who used these accommodations.

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

## 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 PearsonAccess<sup>next</sup> 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.

Remember that only students with an enrollment in PearsonAccess<sup>next</sup> will be able to participate in AASA tests. **It is the Achievement District Test Coordinator’s responsibility to ensure that all students who will take AASA tests are registered in PearsonAccess<sup>next</sup> prior to testing and that any needed accommodations and test settings have been updated in PearsonAccess<sup>next</sup> for each student who needs them.** All Test Administrators must have a PearsonAccess<sup>next</sup> account and must be connected to the same district(s) and school(s) as the students they will be testing.

All Test Administrators and students must be familiar with the testing tools, resources, and platform. The AASA TestNav Sample Tests are available on the Arizona Online Sample Tests and Assessment Tutorials page and should be used ahead of the test window to:

- Familiarize test administrators with the TestNav interface
- Teach students how to sign into the secure browser
- Allow students to practice, execute, and troubleshoot technology-enhanced items and tools

# 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.
- Please submit requests early in the school year to allow time for ADE's review and for additional documentation to be submitted as needed. SPV tests may not be available for requests submitted after February 24, 2023.
- Requests should be submitted at [www.azed.gov/assessment/spv2023](http://www.azed.gov/assessment/spv2023).
- 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:
  - o The date of the document and the student's first and last name and SSID
  - o The Present Level of Academic Achievement and Functional Performance (PLAAFP)
  - o Instructional Accommodations section that includes accommodations used regularly during instruction throughout the year in lieu of computer instruction. The instructional accommodations MUST align with the testing accommodations. The 504 Plan or IEP must clearly indicate how the teachers accommodate the student's needs in class and the restrictions the student has when using technology (examples: no more than xx minutes of screen time per day, or must have a significant break after xx minutes, no computer usage at all, etc.).
  - o The Testing Accommodations section that lists the student's testing accommodations for district and state assessments
  - o For large print test requests, the IEP/504 Plan should indicate the minimum font size required for the student to access paper materials.

For the 2022-2023 school year, ADE will create an SPV test session in PearsonAccess<sup>next</sup> 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 PearsonAccess<sup>next</sup> will not have access to the online AASA. Exception: All Grade 3 students taking an SPV test will be administered the Oral Reading Fluency (ORF) test online in TestNav.

**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 test 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 **2022-2023 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 **2022-2023 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 Testing schools, training must include procedures for the use of Pre-ID Labels and procedures for the bubbling of student demographic data. For Computer-Based Testing schools, training must include procedures for the handling of secure 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 2023 AASA Test Administration Directions** will be delivered to districts/charters prior to testing. An electronic version will also be available in PearsonAccess<sup>next</sup>. Test Administrators and Proctors are expected to read all of the **Spring 2023 AASA Test Administration Directions** prior to testing, and either paper or electronic copies of the **Spring 2023 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 2023 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 2023 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<sup>next</sup> 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<sup>next</sup> prior to testing and that any needed accommodations and test settings have been updated in PearsonAccess<sup>next</sup> for each student who needs them. All Test Administrators must have a PearsonAccess<sup>next</sup> account and must be connected to the same district(s) and school(s) as the students they will be testing.

### Before Testing

#### Reviewing 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<sup>next</sup>. The online AASA Sample Tests do NOT require a Username and Password, and they do NOT require a registration in PearsonAccess<sup>next</sup>. 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 during **Week 1: March 20, 2023 - March 23, 2023;** or **Week 2: March 27, 2023 - March 30, 2023.** The Districts will have the option to select to receive test materials during Week 1 or Week 2 in PearsonAccess<sup>next</sup>. This will allow Achievement District Test Coordinators the flexibility to choose when they are available for test materials delivery. Initial materials for Computer-Based Testing schools will include the *Spring 2023 AASA Test Coordinator's Manual* and *Spring 2023 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 the initial shipments.

#### Distributing Test Materials

Achievement 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.

## Secure Testing Tickets

Secure testing tickets are required for students who have been assigned to a session. Secure testing tickets contain the information that a student will need to sign into TestNav to access their online test. Secure testing tickets are **ONLY** available through PearsonAccess<sup>next</sup>. Secure 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. Secure testing tickets must also be returned to the School Test Coordinator to store in a locked, secure location with the other secure testing materials. The loss of secure testing tickets is a security violation that must be reported. Please refer to the *PearsonAccess<sup>next</sup> User's Guide* for instructions on how to print secure testing tickets for students.

## 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 secure testing tickets and all testing materials secure
- Verify that testing accommodation features are functioning appropriately
- Verify that students who need 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
- 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. Students are not to leave the testing room during a stretch break.
- Ensure that students may not talk or use electronic devices 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 their 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<sup>next</sup> User's Guide*.

## Monitoring Test Completion

PearsonAccess<sup>next</sup> will store the test completion data for the online tests. The “Manage Test” section of PearsonAccess<sup>next</sup> 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<sup>next</sup> 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 a *2022-2023 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.

## After Testing

Collect all used scratch paper and all secure testing 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

Achievement 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 2023 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 2023 AASA Test Coordinator's Manuals*
- *Spring 2023 AASA Test Administration Directions*
- Unused UPS labels or XPO Logistics Freight Bill of Lading (BOL) form
- 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 PearsonAccess<sup>next</sup> 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 PearsonAccess<sup>next</sup> prior to testing and that sufficient quantities of test materials are available.

# Before Testing

## AASA Secure Test Booklets

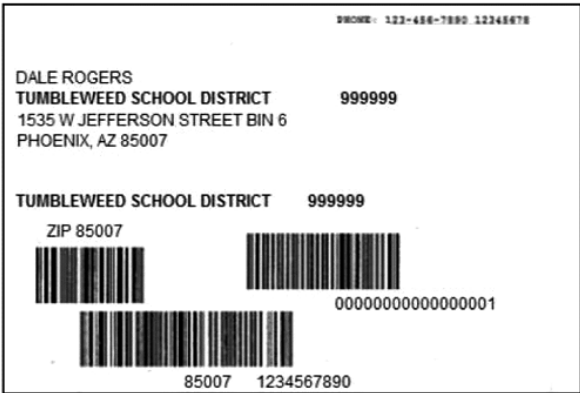
All regular AASA secure test booklets are scorable; students will respond to test items directly in their test booklets. There are no separate answer documents for AASA.

For each student in grades 3–8, there will be one test booklet for ELA that includes Writing, Reading Unit 1, and Reading 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 their reading fluency. For Paper-Based Testing schools, the ORF test will be administered one-on-one with students using a landline speaker telephone with keypad 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. For Computer-Based Testing (CBT) schools, students will take the ORF test online in TestNav. 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 Unit 1 and Unit 2.

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

AASA test materials will be boxed by school 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 *2022-2023 Achievement Tests Staff Security Agreement Form* on file with the district prior to receiving the testing materials. The test materials will arrive during **Week 1: March 20, 2023 - March 23, 2023;** or **Week 2: March 27, 2023 - March 30, 2023.** The Districts will have the option to select to receive test materials during Week 1 or Week 2 in PearsonAccess<sup>next</sup>. An outbound shipping label will be on the top of the box. This label will include the Achievement District Test Coordinator’s name, district name, district code (entity ID number), district shipping address, and will indicate if it is a district box or a school box. See “Outbound Shipping Label”.

Outbound Shipping Label

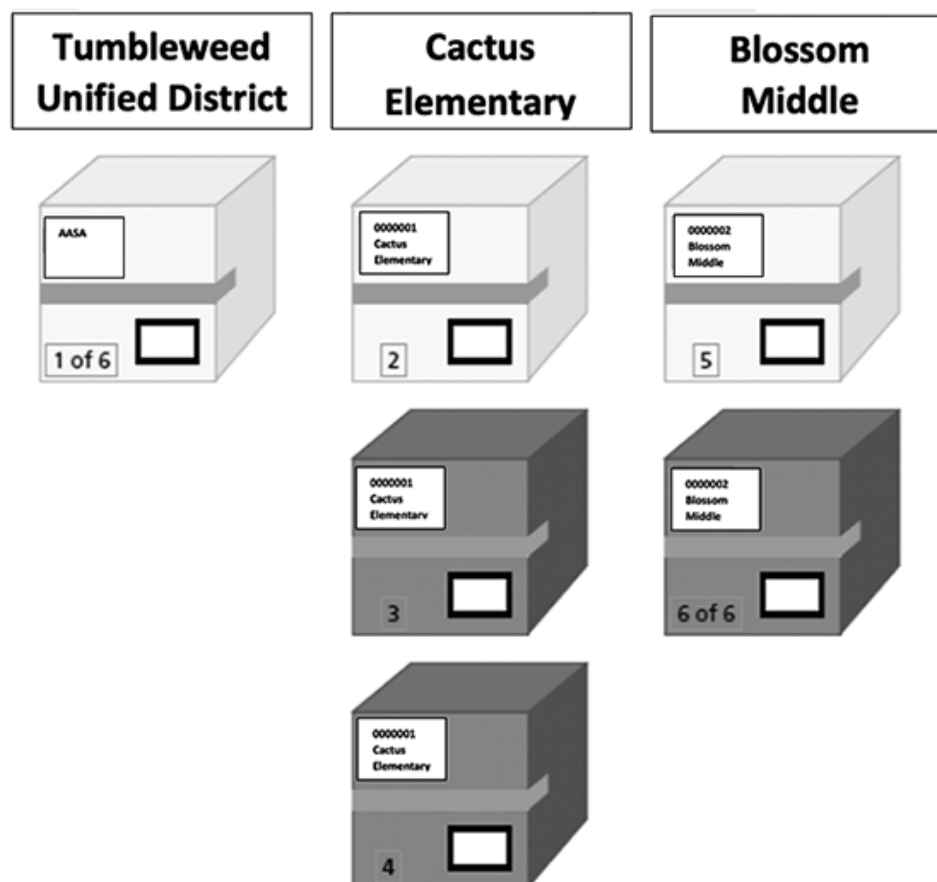


**Materials are shipped in dual-purpose boxes designed to be easily used for both receiving and returning shipping materials.** Save both the white and brown boxes for use in returning materials to Pearson. When you return your materials to Pearson at the close of the test window, it does not matter 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 school code (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** Test Coordinator's Materials include:

- ☐ Spring 2023 AASA Test Coordinator's Manual
- ☐ Orange-colored Header Sheets (Blank)
- ☐ UPS shipping labels or XPO Logistics Freight Bill of Lading (BOL) form
- ☐ Color-Coded Return Labels

**School** Test Coordinator's Materials include:

- ☐ Spring 2023 AASA Test Coordinator's Manual
- ☐ Orange-colored Header Sheets (pre-slugged)
- ☐ School Header Lists
- ☐ Paper Bands
- ☐ Materials Return Inventory Sheet
- ☐ UPS shipping labels or XPO Logistics Freight Bill of Lading (BOL) form
- ☐ Color-Coded Return Labels

**Pre-ID Label Kit \*** includes:

- ☐ Pre-ID Labels
- ☐ Pre-ID Rosters

\*Pre-ID Label Kits will be sent in a separate shipment from the initial shipment of the AASA materials to Paper-Based Testing schools and will be received during the same week as the initial shipment.

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

School brown boxes include:

- ☐ Spring 2023 AASA Student Test Booklets
- ☐ Spring 2023 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 ***Materials Return Inventory Sheet*** any test booklets that have been received or transferred out.



## Pre-ID Labels and Student Demographic Information

Pre-ID Labels will be provided for students expected to participate in the AASA Paper-Based Test, based on school enrollment and current ADE records as of January 25, 2023. The paper-based AASA is not limited to those students with a Pre-ID Label. Districts will have an opportunity to make updates to their schools' student registration in PearsonAccess<sup>next</sup> from February 6-17, 2023. Students with new school enrollments after February 17, 2023, that attend a Paper-Based Testing school, will not be receiving Pre-ID Labels but will be required to be tested on the AASA Paper-Based Test.



For Paper-Based Testing 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 demographic information bubbled-in on their Scorable test booklet. For student's using Special Paper Version test booklets, the Pre-ID Label is not required as these test booklets are non-scannable and the student demographic information will be registered in PearsonAccess<sup>next</sup>.


### For Paper-Based Testing (PBT) Schools—Students with a Pre-ID Label

- Students who have a Pre-ID Label have been registered in PearsonAccess<sup>next</sup> by February 17 for the Spring 2023 AASA.
- Use the Pre-ID Label only if the provided information on the label is current and correct. **Note:** Use of the Pre-ID Label is not required for the Special Paper Version test booklets. Student demographic information will be registered in PearsonAccess<sup>next</sup>.
- 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 information on the back of the test booklets.

**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. **Note:** Pre-ID Labels are not required for students taking the Special Paper Version test.

<b>Spring 2023</b>	
	<p><b>GRADE 3 ELA</b></p> <div style="border: 1px dashed black; padding: 10px; text-align: center;"> <p><b>Place Student Pre-ID Label Here</b></p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>STUDENT NAME _____</p> <p>TEACHER NAME _____</p> <p>SCHOOL _____</p> <p>DISTRICT _____</p> <p style="font-size: small;">Information in this box is to be handwritten by student.</p> </div> <p><b>April 3 – April 12, 2023</b></p> <p style="font-size: small;">This test is to be administered only within the date range shown. Administering this test on any other date, without the written permission of the Assessment Section of the Arizona Department of Education, is a serious testing violation and should be reported immediately by calling 602.542.5031 or by emailing AASA@azed.gov.</p>
	

STUDENT, SAMPLE      GENDER: F      AASA  
 SSID: 00019710554      TEST: AASA GRADE 3 ELA  
 DOB: 02/23/2015  
 DISTRICT: TUMBLEWEED UNIFIED DISTRICT  
 SCHOOL: PRICKLY PEAR ELEMENTARY  
 0999999-0999999      LITHOCODE: 12345678



123456789-0

- 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.
  - 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 labels. 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.
  - 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 information on the back cover of the test booklet.

## For Paper-Based Testing (PBT) Schools—Students without a Pre-ID Label

- Complete the demographic information on the back of the test booklets.  
(See the corresponding *Spring 2023 AASA Test Administration Directions for PBT Schools* with instructions on completing the demographic information.)
- 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.

## 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
- Verify that testing accommodations features are functioning appropriately
- Verify that students who need the testing accommodations are familiar with the available testing accommodations features
- Report any test improprieties or test incidents to the School Test Coordinator or Achievement District Test Coordinator immediately
- Understand and use correct procedures for an individual student break in a test unit—students who require a stretch break during testing should close their test to keep the test content secure. Students are not to leave the testing room during a stretch break.
- Ensure that students may not talk or use electronic devices 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 (PBT) 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 booklet. **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 Name and Entity number
  - o School Name 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 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 Name and Entity number
  - o School Name 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 Name and Entity number
  - o School Name 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 information on the back page of the test booklet, for the contaminated Scorable materials and then securely destroy the original contaminated documents. For Special Paper Version test booklets, prior to destroying the original contaminated document, the Test Administrator must enter all of the student's responses into TestNav to be scored. The Achievement District Test Coordinator must submit a testing incident report to ADE through PearsonAccess<sup>next</sup> as soon as possible after the incident occurs and notify ADE by email at [AASA@azed.gov](mailto:AASA@azed.gov).

## 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. During Spring 2023 AASA, for Paper-Based Testing schools with Grade 3 students, the Grade 3 Scorable test materials should be returned separate from the Grades 4-8 Scorable test materials. Follow the return packaging instructions included in this manual.
- The unused test booklets and Special Paper Version tests (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 2023 AASA Test Coordinator's Manuals* and *Spring 2023 AASA Test Administration Directions* can be discarded locally either at the district or school.
- Achievement District Test Coordinators should provide specific instructions to schools on how these materials will be either securely destroyed or discarded.
- Transfer student responses from 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 must 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 Testing schools additional order window: March 24, 2023 – April 5, 2023
- Computer-Based Testing schools additional order window: March 24, 2023 – April 21, 2023
- Return materials additional order window: March 24, 2023 – April 28, 2023

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.

## Orange-colored Header Sheet – Side 1 and Side 2

PEARSON

AASA HEADER SHEET  
FOR USE WITH NCS DOCUMENTS  
UNDER DOC. NO. 9-1-001

THE SPECIFIC DIRECTIONS FOR THE  
USE OF THIS SHEET ARE PROVIDED IN  
THE TEST COORDINATOR'S MANUAL.

PLEASE SUPPLY THE FOLLOWING INFORMATION:

DISTRICT

SCHOOL

GRADE

TEST DATE(S)

TEACHER

IF DOCUMENTS BEING GROUPED WITHIN SCHOOL

SCHOOL NAME  
PRINT TO FIT THE TWENTY SPACES, THEN MARK THE CORRESPONDING CIRCLE BELOW EACH BOX.

GRADE

3

4

5

6

7

8

NUMBER OF  
DOCUMENTS

PRINT ONE NUMBER PER  
BOX, RIGHT JUSTIFIED IN  
BOX. THEN MARK THE  
CORRESPONDING CIRCLES.

SCHOOL CODE

AASA

AZ00003718

SIDE 2

TEACHER

PRINT THE NAME IN THE BOXES, JUST AS YOU WANT IT TO APPEAR ON THE REPORTS, THEN MARK THE CORRESPONDING CIRCLES.

TEACHER NAME

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AZ00003718

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

### **Section E – TEACHER**

For both pre-slugged and 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 both pre-slugged and blank, 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 both pre-slugged and 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, if there are 32 documents in a stack, this section 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 code (school entity ID number)** in the row of boxes, and then mark the corresponding circle below each box. If the school code (school entity ID number) is less than seven digits, add leading zeros to the left side of the school code (school entity ID number).



SIDE 1— Completed Pre-Slugged, Orange-Colored Header Sheet

SIDE 1

## PEARSON

**AASA HEADER SHEET**  
FOR USE WITH NCS DOCUMENTS  
UNDER DOC. NO. 5-1-2001.

THE SPECIFIC DIRECTIONS FOR THE  
USE OF THIS SHEET ARE PROVIDED IN  
THE TEST COORDINATOR'S MANUAL.

PRINT THE SCHOOL NAME IN THE ROW OF BOXES, ABBREVIATING IF NECESSARY TO FIT THE TWENTY SPACES; THEN MARK THE CORRESPONDING CIRCLE BELOW EACH BOX.

PLEASE SUPPLY THE FOLLOWING INFORMATION:

DISTRICT TUMBLEWEED UNIFIED DISTRICT

SCHOOL CACTUS ELEMENTARY SCHOOL

GRADE 4 TEST DATE(S) 4-4-23

TEACHER Teacher A  
IF DOCUMENTS BEING GROUPED WITHIN SCHOOL

**SCHOOL NAME**

	C	A	C	T	U	S		E	L	E	M	E	N	T	A	R	Y		S	C	
<b>GRADE</b> <small>MARK ONLY ONE</small> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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**NUMBER OF DOCUMENTS**  
PRINT ONE NUMERAL PER BOX, RIGHT JUSTIFIED (e.g., 0032); THEN MARK THE CORRESPONDING CIRCLES.

	0	0	2	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**SCHOOL CODE**

	9	9	9	9	9	9
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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# AASA

AZ00003718

**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.)**

*SIDE 2 - Completed Orange-Colored Header Sheet with Teacher Name*

Page 37

## Completing School Header Lists

### *School Header List*

Spring 2023 AASA School Header List			
District Name <b>A</b>	District Code <b>B</b>		
School Name	School Code		
<b>C</b> District Contact Person			
<b>D</b> Email Address			
<b>E</b> Phone			
<b>AASA</b>			
Group Name <b>F</b>	Grade <b>G</b>	Number of Documents <b>H</b>	Comments <b>I</b>

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 multiple schools under one School Header List. If multiple schools are returned in the same box, be sure to include multiple School Header Lists, one for each school. Place the completed School Header List on the top of each school's stack of Scorable 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 PearsonAccess<sup>next</sup> and must have a signed **2022-2023 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 2023 AASA Test Administration Directions*. Directions for Braille SPV tests will be included in the *Spring 2023 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 PearsonAccess<sup>next</sup>. Instructions for entering student responses into TestNav are included in the *Spring 2023 AASA Test Administration Directions* (includes directions for large print and regular print SPV tests) and the *Spring 2023 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 a **2022-2023 Achievement Tests Staff Security Agreement Form**. Student responses in the Special Paper Version tests that have not been transferred into TestNav by the close of the test window 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 (PBT) School Checklist

During the Spring 2023 AASA test administration, for Paper-Based Testing schools with Grade 3 students, the Grade 3 Scorable test materials should be returned separate from the Grades 4-8 Scorable test materials. To accommodate for this separate return, there will be different color-coded return labels for the Grade 3 Scorable test materials and for the Grades 4-8 Scorable test materials. The **lavender** return label should be used to return Grade 3 Scorable test materials (if applicable) and the **orange** return label should be used to return the Grades 4-8 Scorable test materials.



Packaging and Shipping **Scorable Test Materials** (boxes with **lavender** return label (for Grade 3 only) or **orange** return label (for Grades 4-8))

- ☐ 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 Scorable test booklets contaminated with bodily fluids to a clean test booklet. For Special Paper Version test booklets that have been contaminated, ensure that all student's responses have been entered into TestNav. 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, one (1) content area, and by teacher.
- ☐ Keep the stack(s) of Grade 3 Scorable test booklets (if applicable) separate from the stacks of Grades 4-8 Scorable test booklets.
- ☐ Complete the orange-colored Header Sheet(s).
- ☐ Complete the School Header List(s). If the school has Grade 3 students, return the Header Sheet(s) at the top of Box 1 of the Grade 3 Scorable test materials. If the school does not have Grade 3 students, then return the Header Sheet(s) at the top of Box 1 of the Grades 4-8 Scorable test materials.
- ☐ Keep the Scorable test booklet stacks separate by grade and content area.
- ☐ Box all Grade 3 Scorable test booklet stacks by content area (if applicable). The Grades 4-8 Scorable test booklet stacks should be boxed separately by grade and content area.

**Note:** Grade 3 Scorable test booklet stacks will be returned separately from the Grades 4-8 Scorable test booklet stacks. Doing this will assist with the sorting and processing during the return of the test materials.

- ☐ Seal and label the boxes. Affix a **lavender** return label to boxes with Grade 3 Scorable test materials only (if applicable). The **orange** return label should be affixed to boxes with Grades 4-8 Scorable test materials. Verify that each box of Scorable test materials has the corresponding color-coded return label on the top of the box.
- ☐ Number the boxes of Scorable test materials. The number sequencing for the Grade 3 Scorable test material boxes (if applicable) should be numbered separately from the Grades 4-8 Scorable test material boxes. For Schools that have Grade 3 students, number the Grade 3 Scorable test material boxes accordingly as "Box 1 of X," "Box 2 of X," etc. Then number the Grades 4-8 Scorable test material boxes accordingly as "Box 1 of X," "Box 2 of X," etc.

- ☐ Affix a Scorable UPS shipping label on the top of each box next to the **lavender** return label (for Grade 3 Scorable test material boxes) or **orange** return label (for Grades 4-8 Scorable test material boxes).
- ☐ Keep a list of the Tracking Numbers for each box that is being shipped.
- ☐ Keep Scorable boxes in a secure storage until the scheduled 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 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. Do not use shredded paper or foam "peanuts."
- ☐ Seal and label the boxes. Affix a **green**, color-coded return label on the top of each box of Nonscorable test materials.
- ☐ Number the boxes of Nonscorable test materials.
- ☐ For UPS 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 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 a secure storage until the scheduled 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 Special Paper Version tests into TestNav.
- ☐ Complete the ***Materials Return Inventory Sheet***.
- ☐ Securely destroy any Special Paper Version test booklets that become contaminated with bodily fluids, only after ensuring that all of the student's responses have been transferred into TestNav. Make note on the ***Materials Return Inventory Sheet*** to explain that booklet was contaminated and securely destroyed.
- ☐ 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**, 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 the Nonscorable boxes in a secure storage until the scheduled retrieval date.
- ☐ 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, and for providing directions and training accordingly.

The boxes of Nonscorable materials are returned to a different location than the Scorable materials.

**DO NOT INCLUDE SCORABLE TEST BOOKLETS WITH THE NONSCORABLE MATERIALS. The Nonscorable test materials 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
- ☐ 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

AASA - ARIZONA'S ACADEMIC STANDARDS ASSESSMENT SPRING 2023 - GRADES 3-8 MATERIALS RETURN INVENTORY SHEET (For Scorable and Nonscorable Paper Tests and Special Paper Version (SPV) Tests)		# in Initial Shipment	# In Additional Order	# Total Received	# Returned in Scorable (LAVENDER/ORANGE labeled) Boxes	# Returned in Nonscorable (GREEN labeled) Boxes	# Securely Destroyed Due To Contamination	# Total Returned	Notify ADE of # Total Received/ # Total Returned. Indicate date of email below.
Grade 3	Regular Test Booklets								
	SPV - Regular Print Test Booklets								
	SPV - Large Print Test Booklets								
	SPV - Braille Test Booklets								
Grade 4	Regular Test Booklets								
	SPV - Regular Print Test Booklets								
	SPV - Large Print Test Booklets								
	SPV - Braille Test Booklets								
Grade 5	Regular Test Booklets								
	SPV - Regular Print Test Booklets								
	SPV - Large Print Test Booklets								
	SPV - Braille Test Booklets								
Grade 6	Regular Test Booklets								
	SPV - Regular Print Test Booklets								
	SPV - Large Print Test Booklets								
	SPV - Braille Test Booklets								
Grade 7	Regular Test Booklets								
	SPV - Regular Print Test Booklets								
	SPV - Large Print Test Booklets								
	SPV - Braille Test Booklets								
Grade 8	Regular Test Booklets								
	SPV - Regular Print Test Booklets								
	SPV - Large Print Test Booklets								
	SPV - Braille Test Booklets								

PLACE THIS SHEET IN THE FIRST BOX WITH NONSCORABLE (GREEN LABELED) TEST MATERIALS FOR THE SCHOOL.




- ☐ 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 and label the boxes.
- ☐ Affix a **green**, color-coded 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 returned to a different address than the boxes of Scorable test of materials.

#### *AASA Green Nonscorable Label*

TUMBLEWEED UNIFIED DISTRICT		P-0001 S-0009
1535 W JEFFERSON STREET PHOENIX, AZ 99999		DIST: BOX <u>1</u> OF <u>2</u>
SCHOOL: <u>Tumbleweed Elementary</u>	SCH: <u>1234567</u>	
SCH: BOX <u>1</u> OF <u>2</u>		
<b>SPRING 2023 AASA</b>		
PEARSON 7405 IRISH DR. SW CEDAR RAPIDS, IA 52404		
<b>AASA NONSCORABLES</b>		
		

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 school code (entity ID number). If more than one school is included in the box, you may write the additional school(s) on the label. Only use one 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.**

*Box with Nonscorable Label*



*Shipping Label*



- ☐ 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 or XPO Logistics Freight Priority (or other assigned freight carrier). If you received your boxes by UPS, you will return them by UPS 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 13, 2023** for the Paper-Based Test and **May 1, 2023** for the Computer-Based Test.

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

Paper-Based Testing Schools (including Special Paper Version tests)		
Spring 2023 AASA	 Contact Carrier to Request Pick-up	 Pick-up Dates
UPS	First day to request pick-up: April 7, 2023	First day to be picked-up: April 10, 2023
	Last day to request pick-up: April 11, 2023	Last day to be picked-up: April 13, 2023
XPO Logistics Freight (or other assigned freight carrier)	First day to request pick-up: April 7, 2023	First day to be picked-up: April 10, 2023
	Last day to request pick-up: April 11, 2023	Last day to be picked-up: April 13, 2023

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

Computer-Based Testing Schools (including Special Paper Version tests)		
Spring 2023 AASA	 Contact Carrier to Request Pick-up	 Pick-up Dates
UPS	First day to request pick-up: April 7, 2023	First day to be picked-up: April 10, 2023
	Last day to request pick-up: April 27, 2023	Last day to be picked-up: May 1, 2023
XPO Logistics Freight (or other assigned freight carrier)	First day to request pick-up: April 7, 2023	First day to be picked-up: April 10, 2023
	Last day to request pick-up: April 27, 2023	Last day to be picked-up: May 1, 2023

Contact UPS 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 Shipping Service

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

*UPS Shipping Label for Scorable Materials*

TEST COORDINATOR 460-555-5555 SCHOOL NAME 12345 SCHOOL RD PHOENIX AZ 86052		5 LBS	1 OF 1
		<b>RS</b>	
SHIP TO:	SCORABLE	← Only to be used for Scorable	
	PEARSON 9200 FARHART LANE SW CEDAR RAPIDS IA 52404		
← Shipping address for Scorable		<b>E</b>	
		<b>IA 524 0-10</b> 	
<b>UPS 2ND DAY</b> TRACKING #: 1Z ORA 173 03 9293 2401			
			
BILLING P/P OESC DOCUMENTS RETURN SERVICE		SEQ NO 001245	
<b>Spring 2023 AASA</b>			
TRACKING NUMBER 1 ZORA 730392932401			

*UPS Shipping Label for Nonscorable Materials*

TEST COORDINATOR 460.555.5555 SCHOOL NAME 12345 SCHOOL RD PHOENIX AZ 86052		5 LBS	1 OF 1
		<b>RS</b>	
SHIP TO:	NONSCORABLE		
	PEARSON 7405 IRISH DR SW CEDAR RAPIDS IA 52404		
		<b>IR</b>	
		IA 524 0-10 	
<b>UPS GROUND</b> TRACKING #: 1Z ORA 173 03 9293 2401			
			
BILLING P/P OESC DOCUMENTS RETURN SERVICE		SEQ NO 001245	
<b>Spring 2023 AASA</b>			
TRACKING NUMBER 1 ZORA 730392932401			

Shipping address for NonScorables

Only to be used for NonScorables

Follow the instructions below to return your AASA Scorable and Nonscorable test materials by UPS. Keep the Scorable boxes separate from the Nonscorable boxes. When contacting UPS, 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 UPS label.  
**Note:** During Spring 2023 AASA, Scorable boxes will be returned via UPS 2nd Day service. The Nonscorable test materials will continue to be returned via UPS Ground service.
- ☐ 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 driver arrives, check the Scorable boxes to ensure the following:

- ☐ A **lavender** (Grade 3 only) or **orange** (Grades 4-8) 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*



*Lavender (Grade 3 only) or Orange (Grades 4-8) Scorable Label and UPS Scorable Label Affixed to Box*



- ☐ 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.

*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

<b>This Shipping Order</b> Pencil, or in Carbon, and retained by the Agent. FORM 11807 RECEIVED, subject to the classification of the material.		of the issue of this Bill of Lading.	
CARRIER PLEASE SHOW THIS NUMBER ON FREIGHT BILL GL# Needs to be on Bill of Lading		District Information FROM TUMBLEWEED UNIFIED DISTRICT AT (PICK-UP POINT) 143 S. ALMA SCHOOL ROAD MESA, AZ 85210	
CUST. ORDER NO.	DATE	MAIL FREIGHT BILLS TO (POST OFFICE ADDRESS)	
		PEARSON PO BOX 3004 LIVONIA MI 48151	
CONSIGNEE TO (Mail or street address of consignee—for purposes of notification only) AZ Grades 3-8 Scorable PEARSON PH #: 3198414820 9200 Earhart Lane SW Cedar Rapids, IA 52404		REMIT TO ADDRESS (RUBBER STAMP ADDRESS) PEARSON EDUCATION	
ROUTE		PPD OR COLL. PPD/3rd	
CAR OR VEHICLE INITIAL AND NO.	DELIVERING CARRIER	NOTE—where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding per	
	XPO LOGISTICS		
NO. PKGS.	KIND OF PKGS., DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS		*WEIGHT SUB. TO COR.
	SCHOOL FORMS ITEM # 154280 CL 55		4500
			Disregard Weight
Bill PrePaid/3rd Party to PEARSON PO BOX 3004 LIVONIA MI 48151			Pre-Paid BOL
Pearson Education Shipper, Pay Call XPO Logistics for pick up at 800.755.2728			Local Freight Phone Number
SHIPPING ORDER - 2			

### Freight Priority BOLs for Nonscorable Materials

<b>This Shipping Order</b> Pencil, or in Carbon, and retained by the Agent. FORM 11807 RECEIVED, subject to the classification of the material.		of the issue of this Bill of Lading.	
CARRIER PLEASE SHOW THIS NUMBER ON FREIGHT BILL GL# Needs to be on Bill of Lading		District Information FROM TUMBLEWEED UNIFIED DISTRICT AT (PICK-UP POINT) 143 S. ALMA SCHOOL ROAD MESA, AZ 85210	
CUST. ORDER NO.	DATE	MAIL FREIGHT BILLS TO (POST OFFICE ADDRESS)	
		PEARSON PO BOX 3004 LIVONIA MI 48151	
CONSIGNEE TO (Mail or street address of consignee—for purposes of notification only) AZ Grades 3-8 NonScorable PEARSON PH #: 3198414820 7405 Irish Dr. SW Cedar Rapids, IA 52404		REMIT TO ADDRESS (RUBBER STAMP ADDRESS) PEARSON EDUCATION	
ROUTE		PPD OR COLL. PPD/3rd	
CAR OR VEHICLE INITIAL AND NO.	DELIVERING CARRIER	NOTE—where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding per	
	XPO LOGISTICS		
NO. PKGS.	KIND OF PKGS., DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS		*WEIGHT SUB. TO COR.
	SCHOOL FORMS ITEM # 154280 CL 55		4500
			Disregard Weight
Bill PrePaid/3rd Party to PEARSON PO BOX 3004 LIVONIA MI 48151			Pre-Paid BOL
Pearson Education Shipper, Pay Call XPO Logistics for pick up at 800.755.2728			Local Freight Phone Number
SHIPPING ORDER - 2			



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:

- ☐ A **lavender** (for Grade 3 only) or **orange** (for Grades 4-8) 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 **lavender** (for Grade 3 only) and the **orange** (for Grades 4-8) return labels. Have this number ready for the driver.

One XPO Logistics Freight Priority (or other assigned freight carrier)  
Scorable BOL for ALL Scorable Boxes



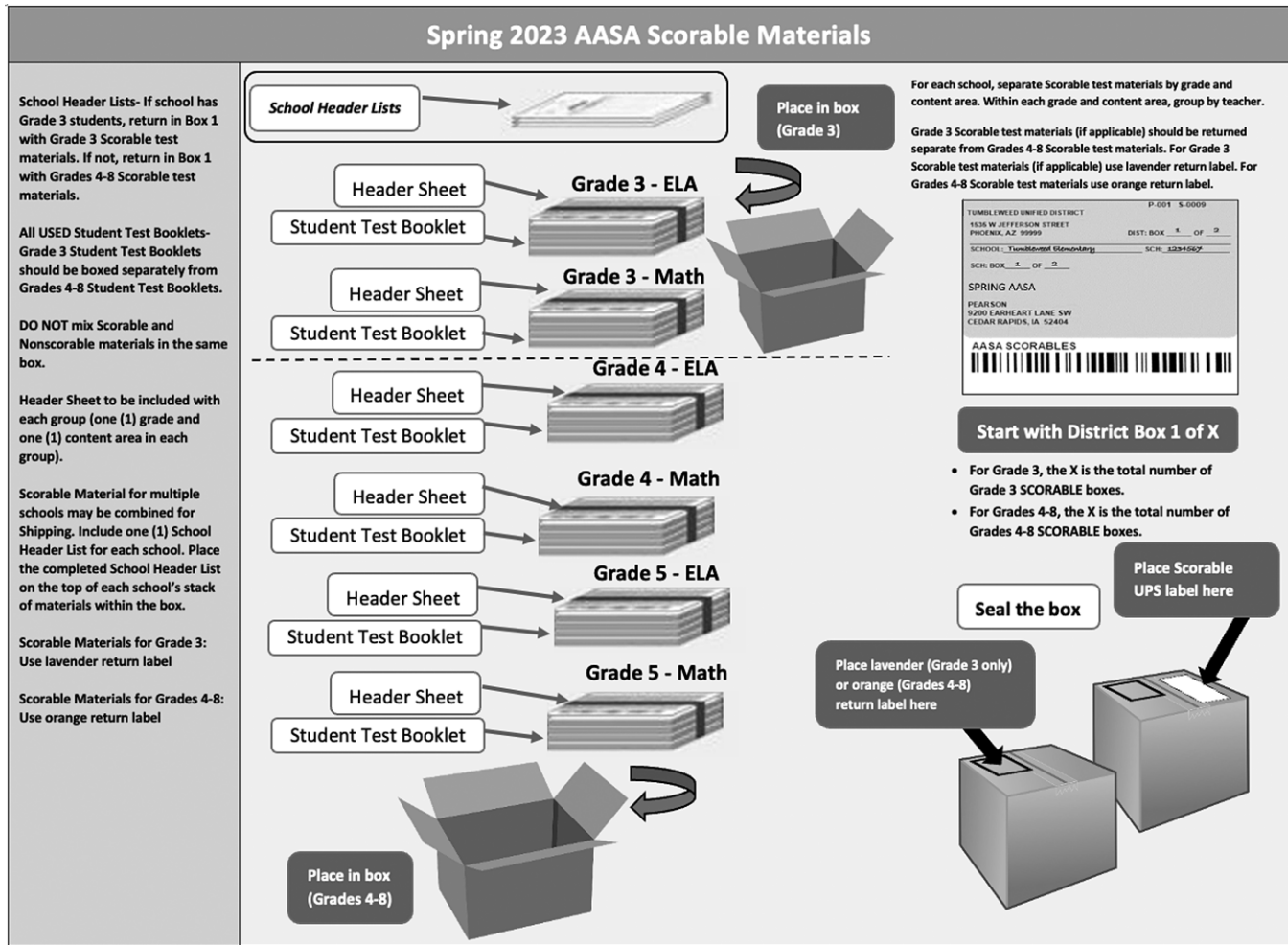
- ☐ A **green** return label has been completed and affixed to the top of each box containing **Nonscorable** materials. Scorable and Nonscorable Labels are **DIFFERENT** and are delivered to different addresses.
- ☐ One **XPO Logistics Freight (or other assigned freight carrier)** is ready to provide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

The image displays four 3D renderings of a gray cardboard box, showing the top, bottom, left, and right views. Each view includes a shipping label with the following details:

- Tracking Number:** 9505 0000 0000 0000 0000 0000
- Project Name:** PERFORM 2023 ASIA
- Destination:** LIVONIA, MI 48155
- Barcode:** A standard 1D barcode representing the tracking number.

# UPS Materials Packing Diagrams

### UPS Scorable Materials Packing Diagram



## UPS Nonscorable Materials Packing Diagram

Spring 2023 AASA Nonscorable Materials

**Materials Return 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:**

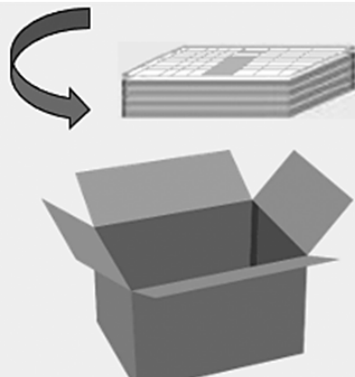
**Regular Test Booklets (Separate by grade and content area)**

**SPV Test Booklets (Separate by grade and content area)**

Side 2

	Spring 2023 AASA Grades 3-8 Test Materials	# In Initial Shipment	# In Additional Order	# Total Returned	# Returned in Scorable (LAVENDER/ ORANGE labeled) Boxes	# Returned in Nonscorable (GREEN labeled) Boxes	# Securely Destroyed Due To Contamination	# Total Returned	Notify AASA of # Total Booklets/ # Total Returned. Indicate date of email below.
Grade 3	Regular Test Booklets								
	SPV - Regular Print Test Booklets								
	SPV - Large Print Test Booklets								
	SPV - Braille Test Booklets								
Grade 4	Regular Test Booklets								
	SPV - Regular Print Test Booklets								
	SPV - Large Print Test Booklets								
	SPV - Braille Test Booklets								
Grade 5	Regular Test Booklets								
	SPV - Regular Print Test Booklets								
	SPV - Large Print Test Booklets								
	SPV - Braille Test Booklets								
Grade 6	Regular Test Booklets								
	SPV - Regular Print Test Booklets								
	SPV - Large Print Test Booklets								
	SPV - Braille Test Booklets								
Grade 7	Regular Test Booklets								
	SPV - Regular Print Test Booklets								
	SPV - Large Print Test Booklets								
	SPV - Braille Test Booklets								
Grade 8	Regular Test Booklets								
	SPV - Regular Print Test Booklets								
	SPV - Large Print Test Booklets								
	SPV - Braille Test Booklets								

PLACE THIS SHEET IN THE FIRST BOX WITH NONSCORABLE (GREEN LABELED) TEST MATERIALS FOR THE SCHOOL.



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

P-0001 5-9009

TUMBLEWEED UNIFIED DISTRICT

1636 W JEFFERSON STREET  
PHOENIX, AZ 85009

DIST: BOX 1 OF 1


SCHOOL: Tumbleweed Elementary SCH: K204567

SCR BOX 1 OF 1

SPRING 2023 AASA

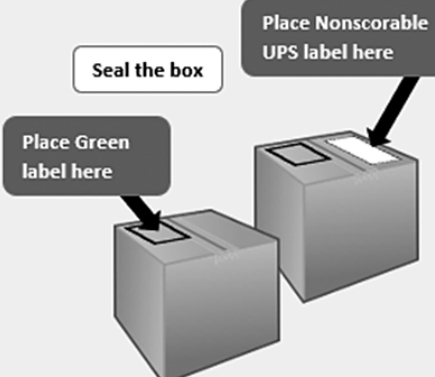
PEARSON  
7405 BUSH DR. SW  
CEDAR RAPIDS, IA 52404

AASA NONSCORABLES



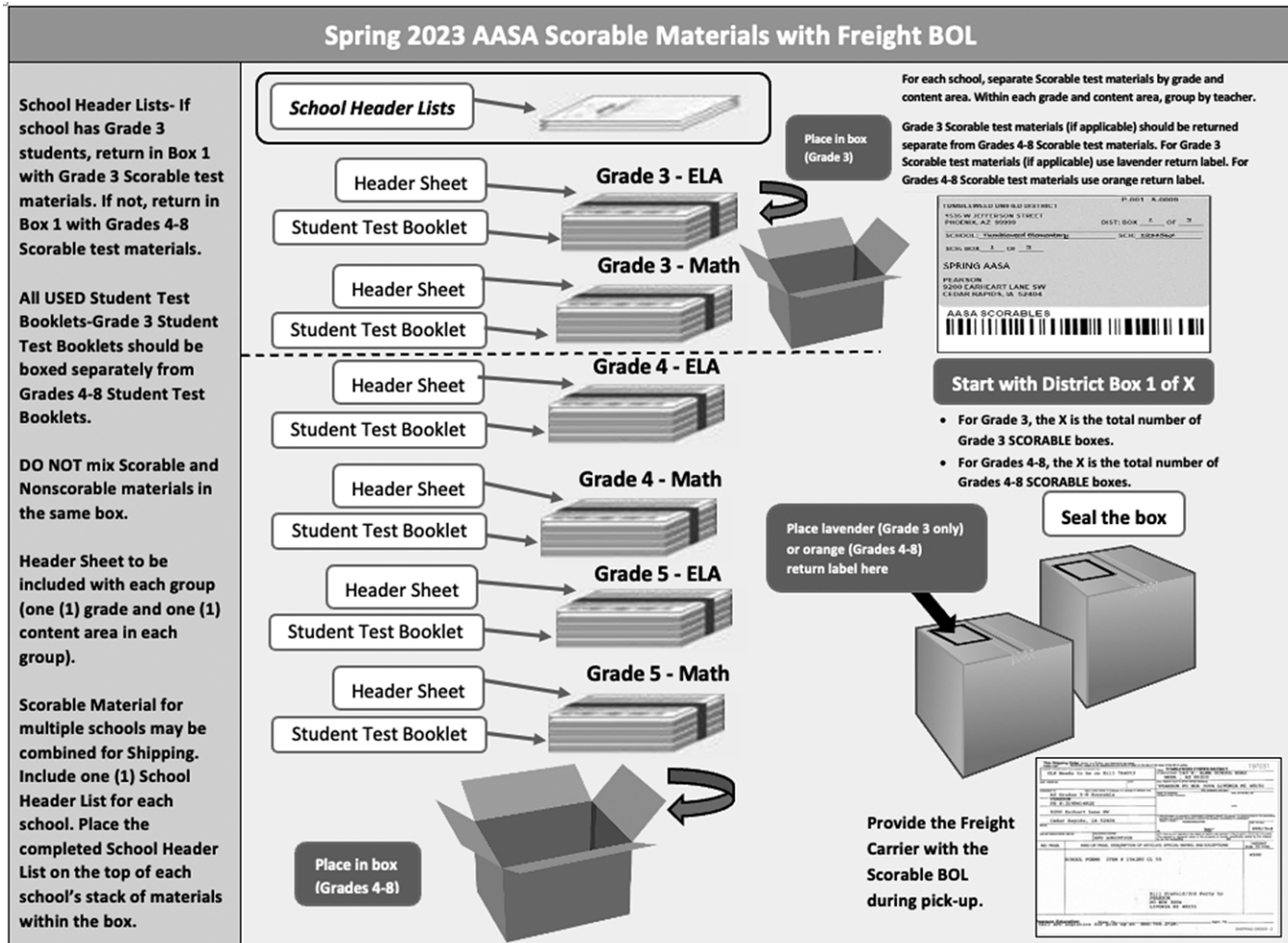
Start with District Box 1 of X

(X = Total number of NONSCORABLE boxes)



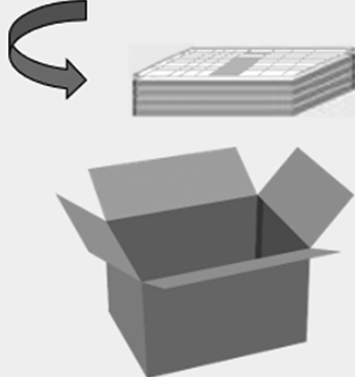
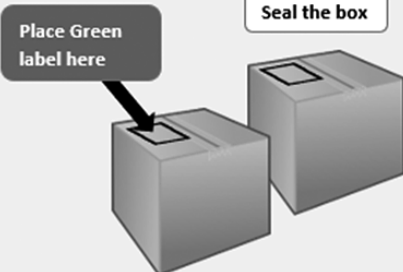

# XPO Logistics Freight (or other assigned freight carrier) Bill of Lading (BOL)—Materials Return Packing Diagrams

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





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

Spring 2023 AASA Nonscorable Materials with Freight BOL											
<b>Materials Return Inventory Sheets</b>  <b>All Used Regular Test Booklets (Separate by grade and content area)</b>  <b>All Used SPV Test Booklets (Separate by grade and content area)</b>  <b>ALL UNUSED:</b>  <b>Regular Test Booklets (Separate by grade and content area)</b>  <b>SPV Test Booklets (Separate by grade and content area)</b>	Side 2										
	Spring 2023 AASA Grades 3-8 Test Materials		# in Initial Shipment	# in Additional Order	+/- To/From Another District or School	# Total Received	# Returned in Scorable (LAVENDER/ORANGE labeled) Boxes	# Returned in Nonscorable (GREEN labeled) Boxes	# Securely Destroyed Due To Contamination	# Total Returned	Notify ADE of # Total Received/ # Total Returned. Indicate date of email below.
	Grade 3	Regular Test Booklets									
		SPV - Regular Print Test Booklets									
		SPV - Large Print Test Booklets									
	Grade 4	Regular Test Booklets									
		SPV - Regular Print Test Booklets									
		SPV - Large Print Test Booklets									
	Grade 5	Regular Test Booklets									
		SPV - Regular Print Test Booklets									
SPV - Large Print Test Booklets											
Grade 6	Regular Test Booklets										
	SPV - Regular Print Test Booklets										
	SPV - Large Print Test Booklets										
Grade 7	Regular Test Booklets										
	SPV - Regular Print Test Booklets										
	SPV - Large Print Test Booklets										
Grade 8	Regular Test Booklets										
	SPV - Regular Print Test Booklets										
	SPV - Large Print Test Booklets										
PLACE THIS SHEET IN THE FIRST BOX WITH NONSCORABLE (GREEN LABELED) TEST MATERIALS FOR THE SCHOOL.											
											
<b>Do not mix Scorable and Nonscorable materials in the same box.</b>											
											
<b>Start with District Box 1 of X</b> (X = Total number of NONSCORABLE boxes)											
<b>Seal the box</b>											
<b>Place Green label here</b>											
<b>Provide the Freight Carrier with the Nonscorable BOL during pick-up.</b>											
											

## 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](mailto: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 PearsonAccess<sup>next</sup> 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 PearsonAccess<sup>next</sup> 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.*











Pearson

19500 Bulverde Road

San Antonio, Texas 78259-3701

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