

Spring 2023



ARIZONA SCIENCE TEST

GRADES 5, 8, and 11

AzSCI

**Test Coordinator's
Manual**

Test Coordinator's Name



AZ00003973





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General Information

The Spring 2023 AzSCI test is administered to all students in grades 5, 8, and 11 (Cohort 2024) as an untimed online test. The *Spring 2023 AzSCI Test Coordinator's Manual* is written specifically for Achievement District Test Coordinators.

The AzSCI tests are standardized exams and must be administered exactly as directed in the *Spring 2023 AzSCI Test Coordinator's Manual* and the *Spring 2023 AzSCI Test Administration Directions*. Achievement District Test Coordinators must review the *Spring 2023 AzSCI Test Coordinator's Manual* and the *Spring 2023 AzSCI Test Administration Directions* well in advance of training School Test Coordinators and Test Administrators and before administering the tests. District Test Coordinators are responsible for ensuring the appropriate and correct administration of the AzSCI test in all schools within the district or under the same charter.

The AzSCI tests are to be administered at Arizona schools. Schools administering AzSCI 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 the Assessment Section of the ADE. AzSCI tests cannot be administered outside of the state of Arizona.

The AzSCI test is available as an online test. Pearson is the test vendor for the AzSCI test and the provider of the online platform. Students will be testing on the TestNav platform. Online Sample Tests and Tutorials are available for students at <https://az.testnav.com/client/index.html>.

Resources for Test Coordinators

To provide the appropriate oversight of all Spring 2023 AzSCI testing, District Test Coordinators must be familiar with the content of this manual and the content of the following additional resources:

- *Arizona Accommodations Manual* - <http://www.azed.gov/assessment/accessibility>
- *PearsonAccess^{next} User's Guide*
- *Spring 2023 AzSCI Test Administration Directions*
- *TestNav Online User's Guide* <https://support.assessment.pearson.com/TN/set-up-and-use-testnav-16908318.html>

Electronic copies of these documents are available in the Support > Documentation section of PearsonAccess^{next} (<https://pearsonaccessnext.com/>). Paper copies of the *Spring 2023 AzSCI Test Coordinator's Manual* and the *Spring 2023 AzSCI Test Administration Directions* are not shipped automatically. Paper copies of these manuals may be requested through the Additional Order window (Monday, February 27, 2023 - Thursday, April 6, 2023).

Responsibilities of the Achievement District Test Coordinator

The Achievement District Test Coordinator is responsible for the correct administration of AzSCI testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct the AzSCI test administration 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.
- Ensure that all appropriate school personnel have access to PearsonAccess^{next} with the correct user role.
- Verify student enrollments in PearsonAccess^{next} 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.
- Ensure that devices to be used for testing are ready.
- Ensure that students have had appropriate practice with the AzSCI Sample Tests.
- 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 Testing Tickets for students.
- Answer questions from School Test Coordinators, Technology Coordinators, and Test Administrators, and if necessary, escalate by contacting AzSCI@azed.gov.

Additional Responsibilities for Special Paper Version Tests

- Submit a request for a Special Paper Version (SPV) test to ADE, if necessary. Additional information about submitting this request can be found on Page 10 under "Special Paper Version Accommodations" and in the ADE document, "2022-2023 Special Paper Version Test Request Process."
- 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.
- Arrange delivery, distribution, and the return of secure and nonsecure testing materials.
- Ensure that Test Administrators are familiar with instructions for administering SPV tests. This includes transfer of student responses from SPV tests into TestNav by the end of the test window.
- Ensure PearsonAccess^{next} access for users who will transfer student responses from SPV test booklets into TestNav.
- For the 2022-2023 school year, ADE will create an SPV test session in PearsonAccess^{next} 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 any approved SPV tests at the beginning of the Additional Order window. The Additional Order window for AzSCI is February 27, 2023 - April 6, 2023.

During Testing

- Ensure that test security procedures and test administration procedures are followed.
- Maintain a record for all testing sessions that includes the time and date of the testing session, the name of the Test Administrator, the test administered, and the names of all participating students.
- 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.
- Report any testing irregularities. Additional information about submitting testing irregularities can be found on Page 12 under "Testing Irregularities".
- Monitor test completion using PearsonAccess^{next}.

After Testing

- Ensure the secure disposal of scratch paper and Testing Tickets at the school or district.
- Ensure the disposal of the *Spring 2023 AzSCI Test Coordinator's Manual* and the *Spring 2023 AzSCI Test Administration Directions* for both the district and the schools.

Additional Responsibilities for Special Paper Version Tests

- Verify that students with SPV tests have their responses entered EXACTLY as the student recorded on the SPV test booklet into the TestNav system by a qualified Test Administrator or the School Test Coordinator by April 14, 2023.
- Return to Pearson all secure SPV test materials as nonscorable materials. Secure materials include all SPV test booklets, including Braille, Large Print, and regular print SPV tests. Additionally, all materials from a student Braille kit are secure materials to be returned as nonscorable, with the exception of Sticky Dots and Wikki Stix.
- Ensure that all Special Paper Version test materials are picked up by UPS no later than April 18, 2023.

Test Administration

Test Administrators

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 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*.

Only authorized personnel are permitted to be in the testing room or rooms 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 assessment is an ethical test violation.

Students to be Tested

Students in grades 5, 8, and 11 (Cohort 2024) are expected to participate in the AzSCI test administration.

Students with significant cognitive disabilities and whose current Individualized Education Program (IEP) designates them as eligible for the alternate assessment, Multi-State Alternate Assessment (MSAA), should not participate in AzSCI testing. Achievement District Test Coordinators should work with Alternate Assessment District Test Coordinators and with appropriate district or charter school staff to ensure that students who have alternate assessments designated in their IEP are not administered the AzSCI test.

Test Administration Schedule

The AzSCI test is a three unit test form to be administered during the test window of March 20, 2023 - April 14, 2023, for students in grades 5, 8, and 11 (Cohort 2024). All AzSCI tests are untimed. The estimated times shown are for planning purposes only. It is the Achievement District Test Coordinator's responsibility to communicate this schedule to the appropriate school and district personnel, including Test Administrators, and to students and parents/guardians. Schools within the district do not have to test on the same day.

AzSCI Test Online Administration	
Test Window: Monday, March 20, 2023–Friday, April 14, 2023	
Student responses from Special Paper Version tests must also be entered into TestNav no later than April 14, 2023.	
Grade(s)	Unit(s) - Approximate Time
5, 8, and 11 (Cohort 2024)	3 units (Unit 1, Unit 2, Unit 3) 60-90 minutes each. A test unit must be completed prior to starting the next test unit. It is recommended to take Unit 1, followed by Unit 2, then Unit 3, although this is not required. When two or three test units are scheduled on the same day, there must be a significant break between units.

Administering AzSCI Tests

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

- Please note the overall AzSCI test is the same length as last year; however, based on challenges and feedback received, the AzSCI test has been split into three test units instead of two.
- A test unit must be completed by the end of the regularly scheduled school day. **Do not start the test unit unless there is sufficient time to complete the testing session.**
- Students in Grades 5, 8, and 11 do not have to take Unit 1, Unit 2, and Unit 3 on the same day.
- A test unit must be completed prior to starting the next test unit. It is recommended to take Unit 1, followed by Unit 2, then Unit 3, although this is not required.
- Students may not return to a previous test unit once they have moved on to the next unit.
- When two or three units are scheduled on the same day, there must be a **significant** break between units.
- Once a test unit is begun, students may not take a break for lunch. During the test unit, students may only leave the room for a restroom break, visit to the nurse's office, or for emergency purposes.

Required Test Materials and Tools

Materials required to be provided to Test Administrators by School

- Spring 2023 AzSCI Test Administration Directions.*
- Device for the Test Administrator.
- Device for each student to be tested with TestNav application installed.
- "Testing-Do Not Disturb" signs.
- Roster of AzSCI eligible students to be tested.
- Printed student 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.

Testing Platforms

Pearson’s testing platform includes two systems: PearsonAccess^{next} and TestNav.

PearsonAccess^{next} System

District Test Coordinators will receive their PearsonAccess^{next} login credentials February 1, 2023. District Test Coordinators will use the PearsonAccess^{next} system to:

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

The *PearsonAccess^{next} User’s Guide* provides instructions for these functions.

Users

District Test Coordinators are responsible for maintaining all PearsonAccess^{next} 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^{next} user with the role of School Test Coordinator to assist the District Test Coordinator. All Test Administrators must have a PearsonAccess^{next} user role of School Test Administrator or higher in order to administer the AzSCI tests.

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

Students

All students participating in AzSCI testing must be registered and enrolled in PearsonAccess^{next} including students that are taking Special Paper Version tests.

ADE will provide Pearson with the student information for all students in Grades 5, 8, and 11 (Cohort 2024) to upload to PearsonAccess^{next}. Student information will be based on student enrollments in AzEDS as of February 15, 2023.

Extract Date	Date Visible in PearsonAccess ^{next}
February 15, 2023	February 20, 2023

After February 20, 2023 District Test Coordinators are responsible for adding students to PearsonAccess^{next} so that all students who will participate in AzSCI tests have an enrollment in PearsonAccess^{next}. School Test Coordinators may help the District Test Coordinator with this task. Refer to the “Managing Students” section of the *PearsonAccess^{next} User’s Guide* for instructions on editing or adding students.

Settings and Accommodations

The District Test Coordinator may assign this task to other PearsonAccess^{next} users with the roles of Test Coordinator or School Test Administrator. Refer to the “Managing Students” section of the *PearsonAccess^{next} User’s Guide* on how to set online test settings and accommodations in PearsonAccess^{next}. Those with Test Coordinators and Test Administrators user roles will be able to change most test settings and accommodations in the Test Administrator Interface as students enter a test session.

Please note the Text to Speech universal tool has tracking and audio capabilities meant for sighted or low vision students. For students with no vision or more complex needs, please contact ADE.

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^{next} 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^{next} **prior** to the student testing. Non-embedded accommodations are set in PearsonAccess^{next} **after** testing for students who used these accommodations.

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 and the Test Administrator Interface. Test Administrators will use TestNav to allow student access to tests. Students will take the AzSCI tests within the secure browser.

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^{next} will be able to participate in AzSCI tests. **It is the District Test Coordinator’s responsibility to ensure that all students who will take AzSCI tests are registered in PearsonAccess^{next} prior to testing and that any needed accommodations and test settings have been updated in PearsonAccess^{next} for each student who needs them.** All Test Administrators must have a PearsonAccess^{next} 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. TestNav Tutorials 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 in to the secure browser.
- Allow students to practice execute and troubleshoot technology-enhanced items and tools.

Testing Tickets

Secure testing tickets must be issued to all students. Testing Tickets are secure materials and contain the information that students will need to sign in to TestNav to test. Please refer to the *PearsonAccess^{next} User's Guide* for instructions on how to print testing tickets for students. Testing tickets will generate in a PDF and will have 10 tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed. Testing tickets must be stored securely when not in use and must be collected at the end of a testing session. Lost, misplaced, or unaccounted Testing Tickets is a serious testing violation.

Test Security

All districts and charters administering any AzSCI tests 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 AzSCI test materials must sign an *Achievement Tests Staff Security Agreement* for school year 2022-2023. This includes, but is not limited to, warehouse personnel, District Test Coordinators, School Test Coordinators, Test Administrators, Proctors, Technology Coordinators, School Administrators, and District/Charter Administrators. These signed *Achievement Tests Staff Security Agreements* are to be kept on file at the district or charter for six years.

The *2022-2023 Achievement Tests Staff Security Agreement* is available to Achievement District Test Coordinators online at the ADE District Test Coordinators webpage at <http://www.azed.gov/assessment/dtc>.

Achievement District Test Coordinators are responsible for establishing and enforcing test security procedures. These procedures must comply with the *Achievement Tests Staff Security Agreement*, 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 AzSCI 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 AzSCI@azed.gov. 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 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 testing tickets

Only students may sign into their online test session. Test Administrators, Proctors, or other staff may not sign in using a student's credentials (exceptions: Test Administrators who must key-enter the student responses for the SPV tests).

Student Identification Information

Achievement District Test Coordinators are responsible for training School Test Coordinators and School Test Administrators in the correct use of all student identification fields on the test materials. Student identification information includes the student identification fields on the front of the test books.

Special Paper Version Test Accommodations

Special Paper Version (SPV) test accommodations include Braille, Large Print, and Regular 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.

Requests should be submitted at <http://www.azed.gov/assessment/spv2023/>. 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.

- 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.
- Submit pages of the student's current IEP or 504 plan that indicate the need for a Special Paper Version of the test. The document you submit must include:

- The date of the document and the student's first and last name and SSID.
- The Present Levels of Academic Achievement and Functional Performance (PLAAFP).
- Instructional Accommodations section that includes accommodations that are used routinely during instruction throughout the year in lieu of computer instruction. The instructional accommodations MUST align with the testing accommodations. The 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.).
- The Testing Accommodations section that lists the student's testing accommodations for district and state assessments.
- For large print test requests, the IEP/504 should indicate the minimum font size required for the student to access paper materials.

For the 2022-2023 school year, ADE will create a Special Paper Version test session in PearsonAccess^{next} 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. 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^{next} will not have access to the online AzSCI test.

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.

AzSCI 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 session on the same testing day. In the event of any unforeseen circumstances, the District Test Coordinator should submit a testing incident report to ADE through PearsonAccess^{next} 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 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 District Test Coordinators of any test irregularities that are reported.
4. The District Test Coordinator must report the incident by submitting "Reopen Session" ticket to AzSCI. For issues that arise during actual student testing, send an email to AzSCI@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 District Test Coordinators of any test irregularities that are reported.
4. The 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 AzSCI@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 AzSCI 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 District Test Coordinators of any test irregularities that are reported.
4. The District Test Coordinator must report the incident within 24 hours by logging into PearsonAccess^{next} 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^{next} User's Guide* for detailed instructions on submitting a test irregularity.
5. ADE will review the request for an irregularity in PearsonAccess^{next}.
6. ADE will email the District Test Coordinator with any initial questions and will add a comment in PearsonAccess^{next}, if a test is invalidated. Once the test irregularity is reported in PearsonAccess^{next}, ADE will review it in the system. The District Test Coordinator will be sent an email after ADE completes the review of the test irregularity.

Arrangements Prior to Test Administration

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 answers of others or create distractions due to close proximity.

For any student with Special Education needs who requires specific testing accommodations based on the student's IEP or 504 plan, the District Test Coordinator must ensure that the needed accommodations are provided and their use recorded during testing. If there are any questions, the District Test Coordinator should contact ADE at AzSCI@azed.gov before testing.

The Periodic Table of Elements (Grades 8 and 11) and the Formula Reference Guide (Grade 11) are available as Exhibits within the AzSCI online tests and are embedded in Special Paper Version tests. Both documents are available on the ADE website and can be downloaded and posted. Copies of the Periodic Table of Elements can remain posted during the Grades 8 and 11 AzSCI tests, and copies of the Formula Reference Guide can remain posted during the Grade 11 AzSCI tests only. **All other visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.**

Administering AzSCI Testing

It is the District Test Coordinator's responsibility to ensure that Test Administrators are trained to:

- Properly administer the AzSCI test using TestNav.
- Maintain a secure test environment in accordance with AzSCI test policies.
- Report any test irregularities to the School Test Coordinator or District Test Coordinator.
- Keep Testing Tickets and all testing materials secure.
- Become familiar with the testing accommodations features available during testing and verify they are functioning appropriately.
- Verify that students who need the testing accommodations are familiar with the available testing accommodations features.
- Understand and use the correct procedures for students with an SPV test, if applicable.
- Understand and use correct procedures for an individual student break in a test session. Students who require a stretch break during testing must sign out of their test in TestNav to keep the test content secure. If a test times out, 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^{next} User's Guide*.
- Understand and use correct procedures for an individual student restroom break during a test session. Individual students are allowed to use the restroom. Students must sign out of their test prior to leaving the room. Students must also fill out the classroom sign in/out log for restroom breaks when leaving and returning to the room.
- Ensure that students may not talk or use electronic devices during testing. A phone or electronic device for medical care is acceptable. In that situation, 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.
- Know correct procedures for students who need additional time to finish their test.
- Not allow any significant break during a test unit.

Monitoring Test Completion

PearsonAccess^{next} will store the test completion data for the online tests. The "Manage Test" section of PearsonAccess^{next} allows you to monitor a student's test progress and set students to begin a specific test section. The **Manage Sections** screen may be used to manage the entire session, individual student tests, and student responses entered in TestNav for SPV tests by a Test Administrator. For detailed instructions, refer to the *PearsonAccess^{next} User's Guide*. School and district users can generate customized participation reports showing the number of students who have completed the AzSCI test. 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 using the Special Paper Version test of the AzSCI test 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 Student Responses to the TestNav System

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

Responses in the 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 AzSCI test materials, Special Paper Version test materials, scratch paper, and test tickets from Test Administrators. All Special Paper Version test books must be collected and accounted for before returning to Pearson.

Securely Destroy Locally

All used scratch paper, Testing Tickets, and any student responses that were produced electronically must be securely destroyed either at the district or school.

Discard Locally

Spring 2023 AzSCI Test Coordinator's Manual and *Spring 2023 AzSCI Test Administration Directions* can be discarded locally either at the district or school.

Return Special Paper Version Materials to Pearson, Inc.

Return all Special Paper Version test materials, including all materials from within a Braille kit, except for the Sticky Dots and Wikki Stix. Tests can be returned as soon as all students in the district have completed testing and all student responses have been entered into the TestNav system. However, all Special Paper Version test materials must be returned no later than **April 18, 2023**.

The Additional Order window for Return Materials only is February 27, 2023 - April 14, 2023.

Boxing Nonscorable Special Paper Version Test Books

- Verify that all student responses from Special Paper Version tests have been entered into TestNav.
- Place Special Paper Version test materials in the box that materials were originally shipped in. Multiple schools in the same district can be boxed together.
- Place one green "Nonscorable" label on the top of each box that contains Special Paper Version tests.
- Cover or remove the original UPS labels with your District information.**
- Fill any empty spaces in the nonscorable boxes with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts."
- Seal the boxes.

- Affix a **GREEN** nonscorable return label to the top of each box of nonscorable test materials. Be certain to write in the District Name and District Entity number. The School Name and School Entity number can be left blank.

Green Return Label for AzSCI Nonscorable Materials

- Number the nonscorable boxes.
Mark the "DIST: BOX ___ OF ___" section of the green nonscorable return labels in one continuous numbering sequence for the entire set of district or charter boxes. "SCH: BOX ___ OF ___" section of the green nonscorable return labels can be left blank.
- All boxes will be returned by UPS. Affix a nonscorable UPS shipping label to Pearson to the top of each box next to the green nonscorable label.
- Contact UPS to make arrangements to have AzSCI Test boxes out of building by April 18, 2023. Keep a list of the tracking numbers for all boxes being returned to Pearson.



UPS Label with Nonscorable Label Affixed to Box

- Keep nonscorable boxes in secure storage until the scheduled UPS retrieval.

UPS Ground Shipping Service

Contact UPS Ground at the phone number on the UPS shipping label to arrange for pickup of your boxes.



UPS Shipping Label

Follow the instructions below when contacting UPS Ground to return your AzSCI nonscorable test materials.

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

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

- A **GREEN** return label has been completed and affixed to the top of each box containing AzSCI Test **nonscorable** materials.
- A UPS **nonscorable** shipping label to Pearson has been affixed to each box of nonscorable materials.
- Verify the original shipping labels to your charter are removed or covered.
- Verify the total number of boxes with the **green** return labels. Have this number ready for the driver.



AzSCI Test Green Nonscorable Label and UPS Nonscorable Label Affixed to Box

Contact Information

Questions regarding the **administration** of the AzSCI Test should be directed to:

Email: AzSCI@azed.gov

Please include your district entity number in your email.

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.



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