

# Spring 2023



## Test Administration Directions

**Computer-Based Test (CBT),  
ASL Testing, and  
Special Paper Version:  
Large Print and  
Regular-Sized Print Tests**

**Grades 3–8  
ELA and Math**



ARIZONA'S  
ACADEMIC  
STANDARDS  
ASSESSMENT



Test Administrator Name



**Test Administrator:**

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

School or District Test Coordinator contact information during testing:

District/School Test Coordinator: \_\_\_\_\_

Contact phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Reminders for Test Administrators during Arizona’s Academic Standards Assessment (AASA) Spring 2023 Test Administration—Computer-Based Testing (CBT):**

Once students start a test unit:

- The test unit must be completed on the same day that it is started.
- A student cannot start a new test unit until the previous test unit is submitted.
- Do not allow students to test on more than one test unit at a time.
- If the test times out during testing or if the student signs out of TestNav, the Test Administrator must resume the test in PearsonAccess<sup>next</sup> and the student should sign back into TestNav.

If a student is unable to log into TestNav:

- Verify the student is registered in PearsonAccess<sup>next</sup>.
- Verify the student has the correct testing ticket.
- Verify the student typed the username and password exactly as listed on the student’s testing ticket.
- Verify the student’s test session is in **Ready** or **Resumed** status in PearsonAccess<sup>next</sup>.
- Verify the student does not have a Special Paper Version (SPV) accommodation. 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.

If a student requires accommodations:

- Verify appropriate accommodations are set in PearsonAccess<sup>next</sup> before testing.
- If the student has already signed into the test and accommodations are not set, have the student sign out of their test.
- Select the accommodation(s) for the student in PearsonAccess<sup>next</sup>. For more information, refer to the *PearsonAccess<sup>next</sup> User’s Guide*.
- Have the student sign into the test and verify the accommodation(s) are present.



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# Overview of the Spring 2023 AASA Test Administration

Arizona's Statewide Achievement Assessment (AASA) is the statewide achievement test for Arizona students in Grades 3-8. AASA assesses the Arizona English Language Arts Standards and the 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).

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

The AASA tests are administered to students by Test Administrators. This document provides directions for the administration of the AASA Grades 3–8 tests for the online Computer-Based Test (CBT) administration, including the American Sign Language (ASL) administration, Special Paper Version (SPV) tests, and entering student responses into TestNav.

The test administration process and scripted directions for Paper-Based Testing (PBT) will be covered in a separate document: *Spring 2023 AASA Test Administration Directions for Paper-Based Testing*, as well as for the Braille test administration directions: *Spring 2023 AASA Test Administration Directions for Special Paper Version: Braille*.

## Students to Be Tested

Students in grades 3—8 will participate in the Spring 2023 administration of the AASA test.

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 the Spring 2023 AASA test administration. Achievement District Test Coordinators should work with Alternate Assessment District Test Coordinators and with appropriate district or charter staff to ensure that students who have alternate assessments designated in their IEP are not administered the AASA test. All other Arizona public school students in grades 3 through 8 will participate in AASA testing.

## Test Administrators and Proctors (including adults entering student responses into TestNav)

Test Administrators, Proctors, and any adult who will have access to the Spring 2023 AASA test must be employees of the school/district/charter. Test Administrators, Proctors, and any adult who will have access to the Spring 2023 AASA test materials must be trained in proper test security and test administration procedures, must sign a *2022-2023 Achievement Tests Staff Security Agreement*, must be thoroughly familiar with this document, and must follow the test administration procedures in this document, including following the scripted directions.

# Test Administrator Responsibilities

**Test Administrator responsibilities for Computer-Based Testing (CBT) include:**

- ☐ Participating in training activities scheduled by the Test Coordinator
- ☐ Signing and returning to the Test Coordinator the *2022-2023 Achievement Tests Staff Security Agreement Form*
- ☐ Reviewing this document in advance of the testing date
- ☐ Adhering to test administration security procedures
- ☐ Allowing Spring 2023 AASA testing access to the appropriate students only
- ☐ Confirming student accommodations or test settings in PearsonAccess<sup>next</sup>
- ☐ Following the test administration directions exactly as stated in this document
- ☐ Reading aloud to the students the scripted directions exactly as stated in this document
- ☐ Requesting guidance from the Test Coordinator when unusual circumstances arise or when uncertain about proper procedures

**Test Administrators' additional responsibilities for administering Special Paper Version tests (for large print and regular-sized print tests) include:**

- ☐ Receiving and reviewing the Special Paper Version test materials from the Test Coordinator
- ☐ Verifying that the student's responses are entered into TestNav within the test window
- ☐ Returning all the Special Paper Version test materials to the Test Coordinator

## User Roles in PearsonAccess<sup>next</sup>

Each Test Administrator must have the appropriate user role in the PearsonAccess<sup>next</sup> system provided by the Test Coordinator.

Any Test Administrator or other school staff who will be entering student responses into TestNav for students who were administered a Special Paper Version test must also have an appropriate user role in PearsonAccess<sup>next</sup>.

## Test Administration Schedule

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

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

The AASA test is not a timed test. A test unit must be completed by the end of the regularly scheduled school day.

Students taking the same test within the same school are not required to test on the same day. Students do not have to take all test units on the same day. No more than two test units, plus the ELA Oral Reading Fluency (ORF) test unit for Grade 3, can be administered in a single day. It is recommended to take Unit 1 followed by Unit 2, for ELA Reading and Math tests, although this is not required. When two test units are scheduled the same day, there must be a significant break between units. Do not start a test unit if there is not sufficient time to complete the test unit by the end of the regularly scheduled school day.

**Note: Students taking the American Sign Language (ASL) test should not be administered the ELA Oral Reading Fluency (ORF) test unit.**

Students absent during the regularly scheduled test can continue to test with other students and make up missed tests prior to the close of the test window.

Make-up tests are to be scheduled anytime during the test window; however, Writing must be completed no later than April 14, 2023, and all Reading and Math tests must be completed by April 28, 2023.

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

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)
ELA Writing (First test unit)	Grades 3–8	Unit 1 only	60-90 min.	April 3, 2023	April 14, 2023
ELA Oral Reading Fluency (ORF)*	Grade 3 only	Unit 1 only	15 min.	April 3, 2023	April 28, 2023
ELA Reading	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
Math	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

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.

#### Additional 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.

- All Grade 3 students taking an SPV test will be administered the ORF test online in TestNav.
- CBT schools will administer the ORF test unit online in TestNav in small groups (no more than 6 students testing at one time).

# Before AASA Test Administration

## Test Security

All Test Coordinators, Test Administrators, and Proctors must be trained in proper test security procedures, must sign a *2022-2023 Achievement Tests Staff Security Agreement Form*, and must adhere to test security procedures.

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

- Log into TestNav as a student
- Share their username/password for PearsonAccess<sup>next</sup>
- Capture images of any part of the test via any electronic device
- Duplicate, in any way, any part of the test
- Examine, read, review, disclose, or allow to be disclosed, the content of the test before, during, or after test administration
- Allow students access to test content prior to testing
- Provide any reference sheets to students during the Math test administration or graphic organizers during the Writing test administration
- Allow students to share information, tools, and/or resources during test administration
- Read any parts of the test to students, except as indicated in the *Test Administration Directions*, or as part of an approved accommodation
- Influence students' responses by making any kind of gestures (for example, pointing to items, holding up fingers to signify item numbers or answer options) while students are taking the test
- Instruct students to go back and reread/redo responses after they have finished their test since this instruction may only be given before the students take the test
- Review students' responses
- Translate, reword, or explain any test content
- Change students' answer choices
- Read or review students' scratch paper and other secure materials
- Participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures

## Use of Unacceptable Resources

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

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

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

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

## Testing Conditions, Tools, and Accommodations

All AASA Test Administrators are expected to read and follow the guidance in the *Arizona Accommodations Manual* posted on the ADE website at [www.azed.gov/assessment/accessibility](http://www.azed.gov/assessment/accessibility).

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

Providing unacceptable accommodations to students who may receive accommodations, providing accommodations to students who may not receive them, or failing to indicate that accommodations were provided are test administration errors.

## Test Settings and Accommodations

Students who require specific test settings or testing accommodations must have those set in PearsonAccess<sup>next</sup> before the test session. Users with the role of District Test Coordinator, School Test Coordinator, or School Test Administrator can change all test settings and accommodations in PearsonAccess<sup>next</sup> any time prior to testing. Information on how to add and update accommodations can be found in the *PearsonAccess<sup>next</sup> User's Guide*.

For any student who requires and is approved by ADE for a Special Paper Version test, ADE will create a Special Paper Version test session in PearsonAccess<sup>next</sup>, move the student into the Special Paper Version test session, and place an additional order for the Special Paper Version test. For any questions regarding the Special Paper Version test, contact the District Test Coordinator.

For any student administered a Special Paper Version test, the student's responses will need to be entered into TestNav by the end of the test window in order to be scored. The Test Administrator must follow the directions for test administration and entering the student's responses into TestNav that are detailed in this document. The American Sign Language (ASL) test accommodation will be available to students requiring an ASL test and with prior approval by ADE. The ASL test will be a computer-based test and will not have a paper version test. For any student in a Paper-Based Testing school who is approved for an ASL test session, ADE will create an ASL test session in PearsonAccess<sup>next</sup> and move the student into the ASL test session prior to testing.

## Location for Testing

The location for testing must be determined prior to the testing date. The AASA tests are to be administered at Arizona schools. Students must be tested in a physical building designated as a testing site by the school. The AASA tests cannot be administered outside the state of Arizona.

## Prepare the Room for Testing

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

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

## Test Administration Materials

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

- Electronic or paper copy of the *AASA Test Administration Directions*
- Device for the Test Administrator
- Device for each student to be tested with the TestNav application installed
- Each device must have the required headphone, keyboard, and mouse and be in working order. Bluetooth headphones are prohibited.
- “Testing–Do Not Disturb” signs
- Roster of AASA 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

Students are provided all other tools and resources needed for AASA testing within the TestNav application.

## AASA Calculator Policy

Calculators are permitted on AASA 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><i><b>Sample acceptable calculator: TI-30X IIS or similar.</b></i></p> <p><b>The Desmos Scientific calculator is embedded in the online test for AASA Math Unit 1.</b></p>

### Additional Calculator Guidance

The applicable portion of the Computer-Based Test will include the acceptable online version of an approved calculator in TestNav. Providing handheld calculators is not a requirement for Computer-Based Testing (CBT) schools. 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 online test for AASA Math Unit 1 unless they are accessed through the TestNav App installed on the device.

Students are not allowed to share calculators during testing.



## Prepare Student Devices for Testing (including devices that will be used to enter student responses for Special Paper Version tests)

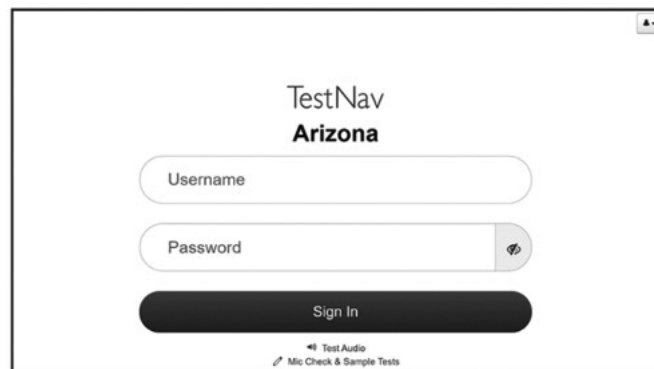
Prior to testing, Test Administrators and Technology Specialists are responsible for ensuring the following:

- All testing devices are in working order.
- TestNav application has been downloaded and installed on all devices, and prohibited applications have been disabled.
- Each device must have the required headphone, keyboard, and mouse and be in working order. Bluetooth headphones are prohibited.

The Test Administrator should close all programs on each testing device, then launch the TestNav application.

The student **Sign In** screen should be showing when students enter the room to take the test. In the event of technical difficulties with TestNav, contact your Test Coordinator.

### TestNav Arizona Sign In Screen



## AASA Sample Test

The AASA Sample Test helps students, teachers, and parents become familiar with the content, item types, and the tools in the AASA assessments. The sample tests are available in the computer-based format. Students will access the test as a guest, so no personal information needs to be provided. Students should take the AASA Sample Test prior to taking the Spring 2023 AASA test.

To access the AASA Sample Tests, the educator will go to the **TestNav Arizona Sign In** screen. A username and password are not required. The **Test Audio** link and the **Mic Check & Sample Tests** links are at the bottom of the screen. Click on **Sample Tests**.

## PearsonAccess<sup>next</sup> (PAN) Resources

Resources available in PearsonAccess<sup>next</sup> include:

- Scheduled Sessions
- Session Student Roster
- Secure Testing Tickets

Refer to the *PearsonAccess<sup>next</sup> User's Guide* for detailed instructions on the PAN resources.



## Starting a Test Session and Unlocking Student Tests in PearsonAccess<sup>next</sup>

Before testing begins, each test session must be started in PearsonAccess<sup>next</sup>. Upon starting a test session, each student's test is in locked status. On testing day, students present for testing must be unlocked in PearsonAccess<sup>next</sup> before students can sign into TestNav with their credentials supplied on the secure testing ticket. Refer to the *PearsonAccess<sup>next</sup> User's Guide* for detailed instructions on how to start a test session and unlock a test session.

## Signing Into TestNav to Begin Testing

Computers should be in place when students arrive. TestNav should be downloaded, and the "Sign In" screen should be visible.

Students must have their secure testing tickets in order to sign into the AASA test in TestNav. Verify student information before issuing secure testing tickets. The use of an incorrect secure testing ticket during AASA testing is a test security violation and will result in the student's test being invalidated.

## Secure Testing Tickets

Secure testing tickets contain the information that is required for students to log into TestNav. Secure testing tickets are available resources in PearsonAccess<sup>next</sup>. Testing tickets are considered secure test materials and must be stored securely when not in use. Secure testing tickets must be collected at the end of a test unit.

Sample Secure Testing Ticket

<b>STUDENT TESTING TICKET</b>	
<b>Student:</b>	<b>Lastname1, Firstname1</b>
<b>SSID:</b>	<b>999999999999</b>
<b>Session:</b>	<b>AASA Grade 03</b>
<b>Date of Birth:</b>	<b>99/99/9999</b>
<b>Test:</b>	<b>AASA Grade 03</b>
Select <b>Arizona</b> in the application.	
<b>Username:</b>	<b>LGN41660365</b>
<b>Password:</b>	<b>DLY4GAH</b>

The Test Coordinator or the School Test Administrator may print secure testing tickets for TestNav. Please refer to the *PearsonAccess<sup>next</sup> User's Guide* for instructions on how to print secure testing tickets for students. Instructions have also been added to the guide on how to increase the font size of the secure testing tickets, should larger font be preferred. Secure testing tickets will generate in a PDF and default to display 10 tickets per page. Secure testing tickets should be printed and cut in advance so that testing is not delayed.

## During AASA Test Administration

The scripted directions are formatted to guide you through test administration and to help ensure proper testing procedures. Please review the directions in advance to become familiar with the scripted text and testing procedures. Read aloud to students only what is marked with a "SAY" in the scripted directions. Test Administrator directions will appear in italicized text. This italicized text is for the Test Administrator only and should not be read aloud to students.

This document includes the scripted directions for the Spring 2023 AASA Computer-Based Test (CBT), scripted directions for the American Sign Language (ASL) online test, and also scripted directions for large print and regular-sized print Special Paper Version tests administered in CBT schools.

## Monitoring Testing

Test Administrators can monitor test sessions in the **Students in Sessions** screen in PearsonAccess<sup>next</sup>. Test Administrators can also view student status and lock or unlock students' tests. During the administration of the AASA tests, Test Administrators and Proctors must supervise the testing room at all times. Test Administrators and Proctors should move continuously about the room in an unobtrusive manner to ensure students are using only appropriate testing materials and resources and to check that students are progressing through the test. Students should be allowed to work at their own pace.

Test Administrators and Proctors may answer student questions about test directions and assist with any technical issues. Test Administrators and Proctors may not answer student questions about test content.

## Breaks During Testing

- Sign out of TestNav - To exit a test for a bathroom break or an emergency, the student must sign out of TestNav prior to leaving the room. To exit the test, the student clicks on the **Save and Return Later** button. The Test Administrator will need to resume the student's test in PAN before the student signs into TestNav.
- Stretch breaks are allowed on an individual student basis, as needed. Students may not talk, use electronic devices, or leave the room during their stretch break.
- Group or class stretch breaks are not allowed. Students cannot be stopped from testing by the Test Administrator for a stretch break.
- Significant breaks (individual or group) are **not** allowed. Once a class leaves the testing room, the test session will be over. This would exclude an emergency or other unusual situation that occurs during testing.

Students may not leave a test session to attend lunch until the completion of the test session; however, students may have their lunch brought to them, if necessary.

## Disruptive Students

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

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

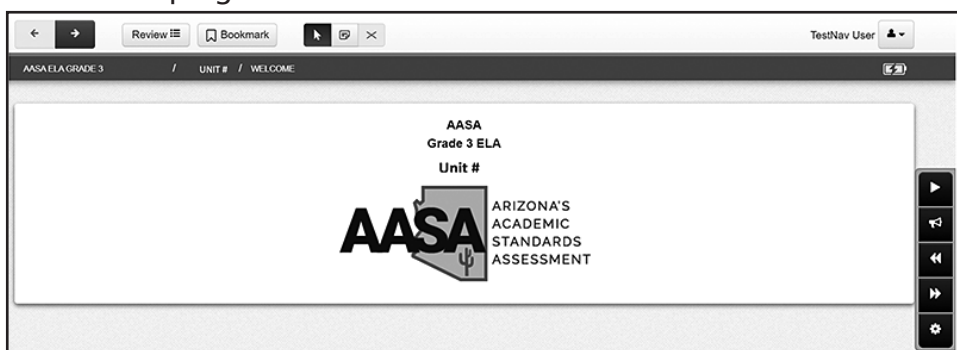
## Students Who Leave the Room During Testing

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

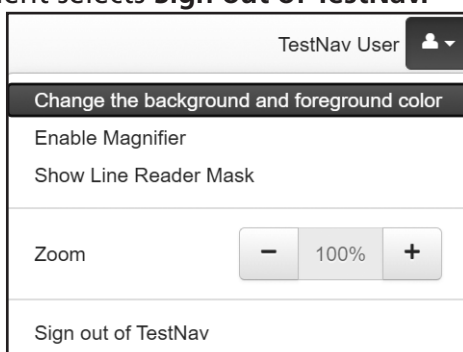
## Exiting the Test

If a student needs to exit (pause) the test to leave the room for a bathroom break or an emergency, the Test Administrator must ensure the student signs out of TestNav prior to leaving the room. When the student returns to the testing room, the Test Administrator will need to resume the student's test in PearsonAccess<sup>next</sup> before the student signs into TestNav.

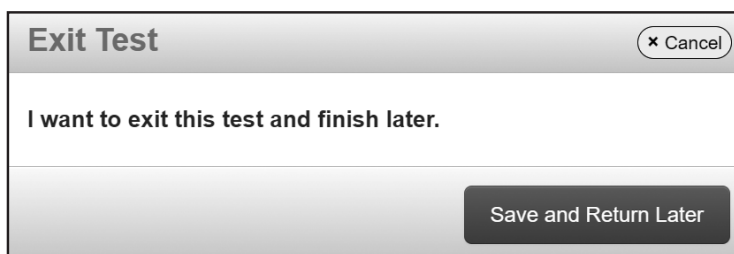
To exit (pause) a test before completing it, the student will click on the **User Dropdown Menu** next to the student's name in the top right corner of the screen.



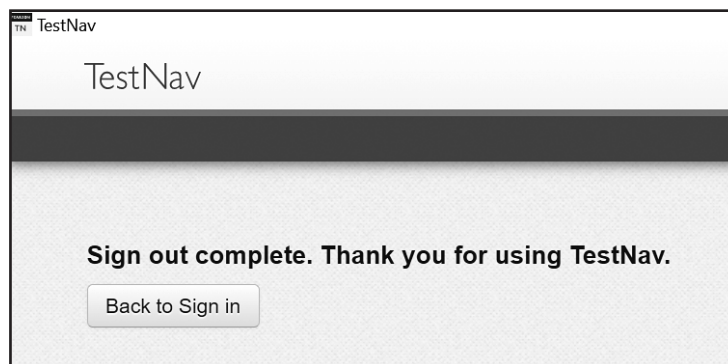
To exit (pause) the test, the student selects **Sign out of TestNav**.



On the next screen, the student will see the statement **I want to exit this test and finish later.** To exit the test, the student clicks on the **Save and Return Later** button.

A dialog box titled "Exit Test" with a "Cancel" button in the top right corner. The main text reads "I want to exit this test and finish later." At the bottom right, there is a button labeled "Save and Return Later".

When the student clicks the **Save and Return Later** button, TestNav will log the student out and displays the **Sign out complete** page.

A screenshot of the TestNav sign-out page. The header shows the TestNav logo. The main content area displays the message "Sign out complete. Thank you for using TestNav." Below this message is a button labeled "Back to Sign in".

When a student signs out of TestNav, the student's test status in PearsonAccess<sup>next</sup> changes to **Exited**.

## Resuming a Student Test in PearsonAccess<sup>next</sup>

For a student to resume testing, the student's test must be unlocked in PearsonAccess<sup>next</sup>. The Test Administrator does this prior to the student signing in to TestNav.

- Log in to PAN. Go to **Testing**, select **Sessions**.
- On the **Sessions** screen, select **Search** and check the **Show All Results** box.
- On the **Sessions** screen, there are two ways to select sessions:
  1. Place a **check** in the box next to each session name you want to work with,  
or
  2. Place a **check** in the box in the header row to select all sessions.
- Select **Go to Students in Sessions** link.
- On the **Students in Sessions** screen, select a session from the **Session List**.
- Place a **check** by the student test that is in **Exited** status.
- Go to **Start**, select **All Tasks**.
- On the **Resume Student Tests** tab, place a check on the student that needs to be resumed in the **Students in Sessions**. Click **Resume**.
- A confirmation page will show the **Student Test Status** as **Resumed**. The student may sign in to TestNav with the credentials supplied on the secure test ticket.

## Students Who Leave School During Testing

Students who need to leave school before completing a particular test unit for the AASA test, including those students who leave due to illness, are ineligible to continue the test for that unit. The student must submit their test in TestNav before leaving the room. The Test Administrator should inform the student that they will **not** be permitted to finish that test unit when the student returns to school. If the student returns to school during the test window, they may continue testing on any test unit(s) that have not yet been started.

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

## Troubleshoot Guidance During Testing

The following are common issues that arise during the test and how to resolve the issue.

- **Student unable to log in** – Student must type their username and password exactly as listed on the student's secure testing ticket. Verify that the student's test session is in **Ready** status and student is unlocked in PearsonAccess<sup>next</sup>.
- **Student in "Exited" status** – Student has signed out of TestNav. If appropriate, the Test Administrator should **"Resume"** the student's test session in PearsonAccess<sup>next</sup>.
- **Student in "Completed" status** – Student has completed and submitted the test unit. Test unit will not be eligible to be reopened.
- **Test Session Stopped** – A session can only be stopped when testing is complete and students' statuses are complete. When testing is complete, students cannot be added to the session.
- For any issues that prevent students from continuing to test, the Test Administrator must notify the District Test Coordinator on the same day. All test irregularities must be submitted in PearsonAccess<sup>next</sup> by the District Test Coordinator on the day of the occurrence. The District Test Coordinator logs into PearsonAccess<sup>next</sup> and indicates which student(s) need to be invalidated and why.

## After AASA Test Administration

### Students Who Need Additional Test Time

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

*For Online testing:*

- If a student continues working on the current computer, they can continue to test.
- If a student must be moved to another computer or room, they must sign out of their test before moving to another computer or room. The Test Administrator will have to **Resume** the student's test in PearsonAccess<sup>next</sup> prior to the student attempting to sign into their test to continue testing.

## Ending Online Testing

When a student has finished testing, Test Administrators should verify that the student has submitted their test and then collect all secure materials, including testing tickets and scratch paper. Test Administrators can verify that a test has been submitted by checking the student **Status** column in PearsonAccess<sup>next</sup> for a status of **Submitted**. Refer to the *PearsonAccess<sup>next</sup> User's Guide* for more details on checking test statuses.

Once a student has submitted their test and returned any scratch paper, they may read novels silently while waiting for the scheduled test to end. Students may not use the computer, access content material, or have access to their cell phones or other electronic devices until the end of the test. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

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

### *Marking Non-Embedded Test Accommodations*

For students who received non-embedded accommodations that were not previously indicated, the Test Administrator who witnessed the use of the testing accommodation(s) or who provided the testing accommodation(s) must provide this information to the School Test Coordinator to update PearsonAccess<sup>next</sup>.

## Special Paper Version Tests

All students who tested using a Special Paper Version test booklet must have their responses transferred into TestNav by the Test Administrator before the end of the test window. Any Special Paper Version test responses not entered into TestNav by the end of the test window will not be scored. Special Paper Version tests must be returned to the District Test Coordinator after students have completed testing.

### *Preparing to Enter Responses into TestNav*

Districts may review students in PearsonAccess<sup>next</sup> after the initial student upload. The Student Registration Information (SRI) file does not include information regarding IEP/504 Plan requirements or accommodations. Preparing a session in PearsonAccess<sup>next</sup> is the action that links the students in the session with their assigned form in TestNav. All students that need a Special Paper Version test must be assigned a Special Paper Version test accommodation in PearsonAccess<sup>next</sup>. All students that have an approved Special Paper Version accommodation will be registered by ADE in a Special Paper Version test session. For any questions regarding the Special Paper Version test, contact the District Test Coordinator.

# Computer-Based Testing (CBT) and American Sign Language (ASL) Testing—Scripted Directions for ELA Writing Unit Grades 3—8

Prior to beginning a test unit, verify that all students have the appropriate accommodations marked in PearsonAccess<sup>next</sup>.


**To begin, the Test Administrator must:**

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

Students may use scratch paper to prepare their response, but their response must be entered into the response space in TestNav in order to be scored. All scratch paper must be collected at the end of the test unit and securely destroyed following your district's directions.

Students will have access to basic formatting tools for their writing, as well as an embedded Dictionary and Thesaurus tool. Students may also have access to an approved commercially published paper version dictionary and thesaurus (optional).

## ELA Writing Unit—Scripted Directions for Grades 3—8

 A speech bubble icon containing the word "SAY" in bold, uppercase letters.	<p><b>Today, you will be taking Arizona's Academic Standards Assessment ELA Writing test.</b></p> <p><b>Any student who has any electronic device, including a cell phone, in their possession during testing will have their test invalidated. If you have a device with you, please put it in your backpack now.</b></p> <p><b>If you have a question or need help during the test, raise your hand, and I will come to you.</b></p> <p><b>The ELA Writing test is not timed. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of the school day.</b></p> <p><b>Are there any questions?</b></p>
--	--

*Answer any questions.*

**SAY**

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

There is also a *Writing Guide* that provides the expectations for your response. You may use the Dictionary and Thesaurus tool in your test as well.

You may use scratch paper to plan your response and write a rough draft if you choose. When you have finished planning your response, you must enter your final response on the computer in TestNav.

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

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

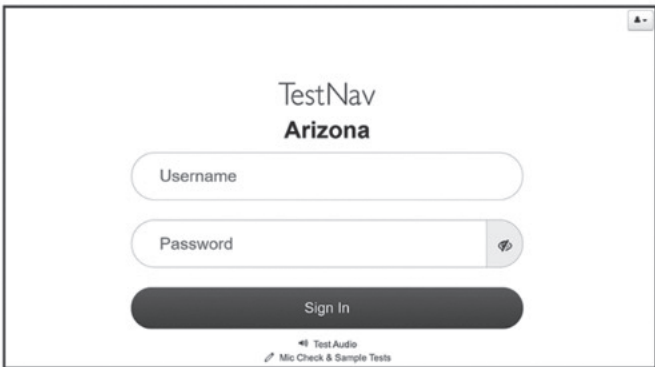
Your response should be in the form of a multiparagraph essay. Enter your response in the space provided. Remember that your response must address the writing prompt and reading sources.

Are there any questions?

*Answer any questions.*



Students taking the Computer-Based Test will perform a sound check. The sound check will not apply to students taking the ASL test.

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block; background-color: white; margin-bottom: 10px;"><b>SAY</b></div>	<p><b>We are ready to begin. You will see the “Sign In” screen on your computer.</b></p> <div style="border: 1px dashed gray; padding: 10px; margin: 10px 0;"><p><i>[For Computer-Based Testing only, say:]</i></p><p><b>You will perform a sound check by clicking on the “Test Audio” link found at the bottom of the “Sign In” screen. You will put on your headphones. When you hear the sound, remove your headphones for more directions. Raise your hand if you did not hear the sound.</b></p></div> <div style="text-align: center; margin: 10px 0;"></div>
--	--

*For Computer-Based Testing only:*

*Assist any students who are unable to hear the audio.*

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

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

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block; background-color: white; margin-bottom: 10px;"><b>SAY</b></div>	<p><b>Verify the testing ticket is yours by checking the First and Last name and your Date of Birth. If the testing ticket does not belong to you, raise your hand.</b></p>
--	---

*Resolve any testing ticket issues.*

**Note:** *If any student information is incorrect, the student **must not** proceed with testing. The student's information must be corrected in PearsonAccess<sup>next</sup>. A new testing ticket must be printed for the student.*

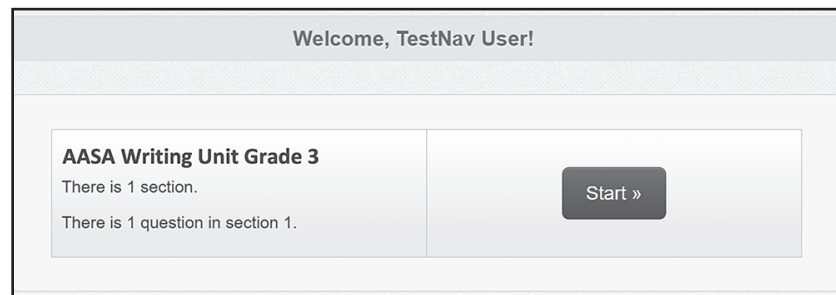
**SAY**

You will now sign into the test. On the "Sign-In" screen, enter your Username and Password from your testing ticket, then click the "Sign In" button.

*Verify that all students signed in.*

**SAY**

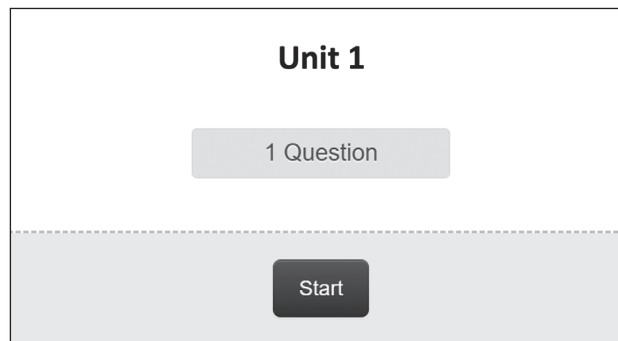
Now, you will see the "Welcome" screen. Check that your name appears correctly on the top right corner of the screen. Raise your hand if the name is not correct.



*Once all students have verified their name and any needed assistance has been provided, proceed with the directions.*

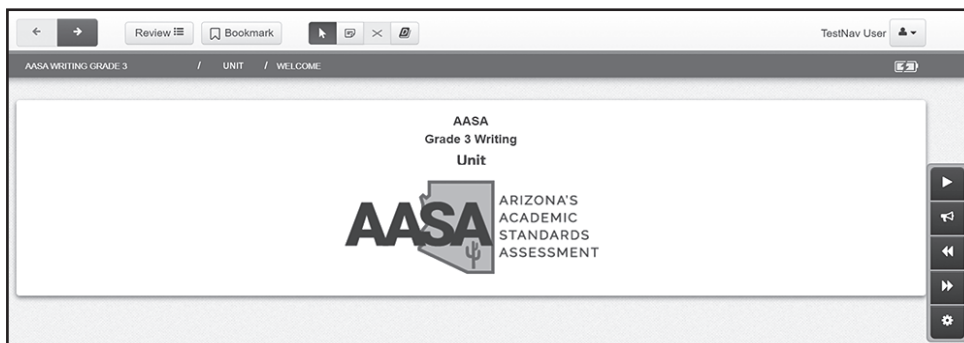
**SAY**

Now, you will see the Writing "Unit" screen. Click the "Start" button to continue.



*The students should be on the Welcome page of the AASA Test Administration.*

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



**SAY**

The available testing tools are located at the top and right side of the screen.

In addition to these tools, on the right side of the screen, you will also find accessibility tools for you to use, if needed.

For the ELA Writing test, you will also have access to the "Expand" screen tool. On the screens with reading sources, you will notice the left and right arrows found in the middle of your screen. These arrows will appear right above the question and answer choices. You can use these arrows to expand your screen to the left or to the right during the test, as needed.

**Are there any questions?**

*Answer any questions.*

<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;"><b>SAY</b></div>	<p>At the end of the test unit, you will see the “Congratulations, you have finished!” message. At the bottom of the page, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. Before you submit your final answers, you can go back to review the questions that are unanswered. You can click on the question with an orange dot or use the “Review” button to go back and answer or review the questions.</p> <p>The screen “Exit Warning” will show. Once you are ready to submit your test to be scored, click the “Yes” button. Once your test is submitted, it cannot be reopened.</p> <p>You must remain silent until the conclusion of the test unit.</p> <p>Are there any questions?</p>
--	---

*Answer any questions.*

<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;"><b>SAY</b></div>	<p>Now we are going to start the test.</p> <div style="border: 1px dashed gray; padding: 10px; margin-top: 10px;"> <p><i>[For Computer-Based Testing only, say:]</i></p> <p>If you choose to enable the Text-to-Speech feature, put your headphones on and click on the “Next” button to begin.</p> </div>
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*While students are testing, move around the room to make sure students are progressing through the test.*

*If a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks “Sign Out” prior to leaving the room. When the student returns to the testing room, the Test Administrator will need to resume the student’s test and the student will need to sign in again. Refer to the Resuming a Student Test in PearsonAccess<sup>next</sup> section in this guide for instructions on resuming a student’s test.*

*As each student finishes the test, collect their scratch paper. Do not allow students to access content material or use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test unit.*

When the test unit ends:

**SAY**

This concludes the test unit.

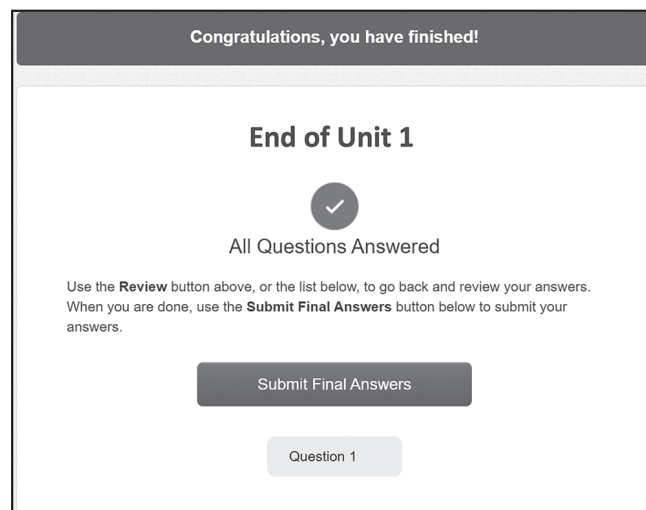
If you have not finished testing, you will be allowed to continue working, by selecting the "Sign Out" option at this time.

If you have finished testing and reviewed your response, you may click the "Submit Final Answers" button now.

Are there any questions?

Answer any questions.

The student will see the screen below at the end of the test unit. This screen shows the test unit the student has completed, as well as the number of unanswered questions and bookmarked questions. The student can click "Review" to review questions in that test unit. After students leave the test unit, they cannot go back to the test unit.



Sign Out and Continue Testing:

At the end of the test unit, identify those students who require additional time to complete the test. Verify that these students have not completed their test and have the student "Sign Out" of the test unit.

Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.

**Exiting the Test before Submitting the Test**

You may need to exit the test before completing it.

To exit the test, click on the User Menu next to your name in the top right corner of the screen.

On the User dropdown menu, select **Sign out of TestNav**.

←

→

Review

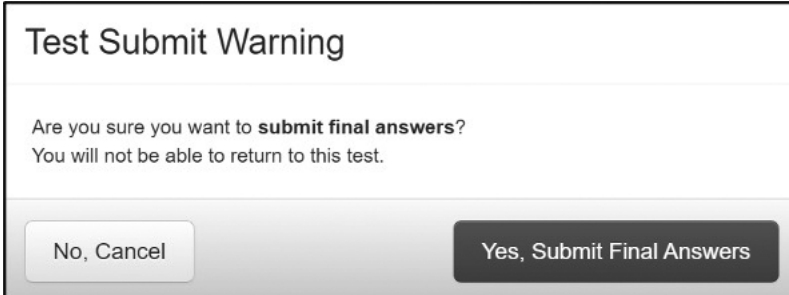
AIMS SCIENCE GRADE 08 PRACTICE TEST

TestNav User

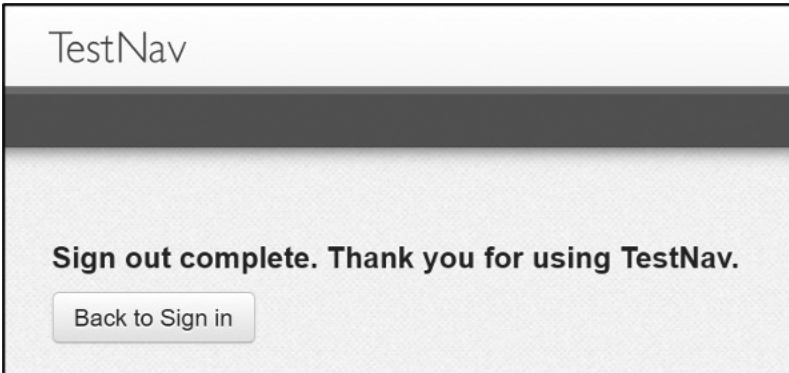
Sign out of TestNav

### *Submit Final Answers:*

*Once the student clicks the “Submit Final Answers” button, the screen “Test Submit Warning” will display to confirm that the student is about to leave this unit. Once the student selects the “Yes, Submit Final Answers” button on this warning screen, the test opportunity will end, and the student will not be able to continue to test. This unit of the test cannot be reopened once the student clicks “Yes, Submit Final Answers.”*

A rectangular dialog box with a white background and a thin black border. At the top, the title "Test Submit Warning" is displayed in a bold, black font. Below the title, there is a light gray horizontal bar. Underneath this bar, the text "Are you sure you want to **submit final answers**?" is shown in a standard black font, followed by "You will not be able to return to this test." in a smaller font. At the bottom of the dialog, there are two buttons: a light gray button on the left labeled "No, Cancel" and a dark gray button on the right labeled "Yes, Submit Final Answers" in white text.

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

A rectangular screen with a light gray background and a thin black border. At the top, the "TestNav" logo is displayed in a large, black font. Below the logo is a dark gray horizontal bar. Underneath this bar, the text "Sign out complete. Thank you for using TestNav." is shown in a bold, black font. At the bottom of the screen, there is a light gray button labeled "Back to Sign in" in a standard black font.

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

*Collect all test materials from the students. All testing tickets should be treated as secure documents and must be accounted for at the end of each test unit. **Missing test materials must be located prior to dismissing students.** All test materials must be kept in **secure, locked storage.***

# Computer-Based Testing (CBT) and American Sign Language (ASL) Testing—Scripted Directions for ELA Reading Grades 3—8 (Units 1 and 2)

Prior to beginning a test unit, verify that all students have the appropriate accommodations marked in PearsonAccess<sup>next</sup>.


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

**To begin, the Test Administrator must:**

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


Students may use scratch paper during the Reading test. However, all student responses must be entered into the response space in TestNav in order to be scored. All scratch paper must be collected at the end of the test unit and securely destroyed following your district's directions.

**The use of a dictionary or thesaurus is prohibited on both Reading test units. Reading aloud the ELA Reading test to students violates the test construct. Please do not read test passages or items aloud to students.**

 A speech bubble icon containing the word "SAY" in bold, uppercase letters.	<p>Today, you will be taking Arizona's Academic Standards Assessment ELA Reading test.</p> <p>Any student who has any electronic device, including a cell phone, in their possession during testing will have their test invalidated. If you have a device with you, please put it in your backpack now.</p> <p>If you have a question or need help during the test, raise your hand, and I will come to you.</p> <p>The AASA test is not timed. If you have not completed the test at the conclusion of this test unit, you will be permitted to continue working. However, you must complete the test by the end of the school day.</p> <p>Are there any questions?</p>
--	---

*Answer any questions.*

Students taking the Computer-Based Test will perform a sound check. The sound check will not apply to students taking the ASL test.

<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>SAY</b></div>	<p><b>We are ready to begin. You will see the “Sign In” screen on your computer.</b></p> <div style="border: 1px dashed gray; padding: 10px;"><p><i>[For Computer-Based Testing only, say:]</i></p><p><b>You will perform a sound check by clicking on the “Test Audio” link found at the bottom of the “Sign In” screen. You will put on your headphones. When you hear the sound, remove your headphones for more directions. Raise your hand if you did not hear the sound.</b></p></div> <div style="text-align: center; margin-top: 20px;"></div>
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*For Computer-Based Testing only:*

*Assist any students who are unable to hear the audio.*

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

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

<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>SAY</b></div>	<p><b>Verify the testing ticket is yours by checking the First and Last name and your Date of Birth. If the testing ticket does not belong to you, raise your hand.</b></p>
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*Resolve any testing ticket issues.*

**Note:** *If any student information is incorrect, the student **must not** proceed with testing. The student’s information must be corrected in PearsonAccess<sup>next</sup>. A new testing ticket must be printed for the student.*



SAY

You will now sign into the test. On the “Sign-In” screen, enter your Username and Password from your testing ticket, then click the “Sign-In” button.

Verify that all students signed in.

SAY

Now, you will see the “Welcome” screen. Check that your name appears correctly on the top right corner of the screen. Raise your hand if the name is not correct.

Welcome, TestNav User!

AASA ELA Grade 3 Unit #

There is 1 section.

There are 24 questions in section 1.

Start »

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

SAY

Now, you will see the ELA “Unit” screen. Verify that you are in the correct ELA test unit.

Once you have verified that you are in the correct test unit, click the “Start” button to continue.

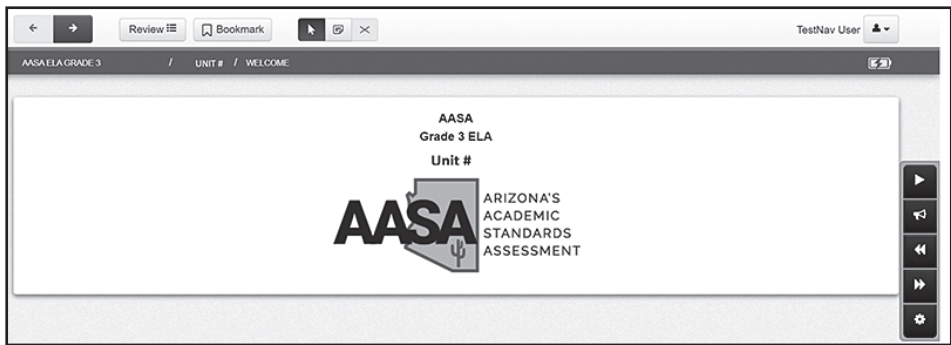
Unit #

# Questions

Start

*The students should be on the Welcome page of the AASA Test Administration.*

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



**SAY**

The available testing tools are located at the top and right side of the screen.

In addition to these tools, on the right side of the screen, you will also find accessibility tools for you to use, if needed.

For the ELA Reading test, you will also have access to the “Expand” screen tool. On the screens with reading passages, you will notice the left and right arrows found in the middle of your screen. These arrows will appear right above the question and answer choices. You can use these arrows to expand your screen to the left or to the right during the test, as needed.

Are there any questions?

*Answer any questions.*

<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;"><b>SAY</b></div>	<p>Today's Reading test contains several reading passages and questions about those passages. You may refer back to the passages when answering the questions.</p> <p>Some of the items may be challenging or unfamiliar to you. Do your best on all items.</p> <p>Be sure to read each question carefully. Some questions will require you to enter more than one response.</p> <p>You may use scratch paper, but you need to record your responses in the response spaces provided in TestNav.</p> <p>At the end of the test unit, you will see the "Congratulations, you have finished!" message. At the bottom of the page, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. Before you submit your final answers, you can go back to review the questions that are unanswered. You can click on the question with an orange dot or use the "Review" button to go back and answer or review the questions.</p> <p>The screen "Exit Warning" will show. Once you are ready to submit your test to be scored, click the "Yes" button. Once your test is submitted, it cannot be reopened.</p> <p>You must remain silent until the conclusion of the test unit.</p> <p><b>Are there any questions?</b></p>
--	---

*Answer any questions.*

<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;"><b>SAY</b></div>	<p>Now we are going to start the test.</p> <div style="border: 1px dashed gray; padding: 10px; margin-top: 10px;"> <p><i>[For Computer-Based Testing only, say:]</i></p> <p><b>If you choose to enable the Text-to-Speech feature, put your headphones on and click on the "Next" button to begin.</b></p> </div>
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*While students are testing, move around the room to make sure students are progressing through the test.*

*If a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks "Sign Out" prior to leaving the room. When the student returns to the testing room, the Test Administrator will need to resume the student's test and the student will need to sign in again.*

Refer to the *Resuming a Student Test in PearsonAccess<sup>next</sup>* section in this guide for instructions.

As each student finishes the test, collect their scratch paper. Do not allow students to access content material or use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test unit.

When the test unit ends:

SAY

This concludes the test unit.

If you have not finished testing, you will be allowed to continue working, by selecting the "Sign Out" option at this time.

If you have finished testing and reviewed your responses, you may click the "Submit Final Answers" button now.

Are there any questions?

Answer any questions.

The student will see the screen below at the end of the test unit. This screen shows the test unit the student has completed, as well as the number of unanswered questions and bookmarked questions. At the bottom of the screen, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. Before the student submits their final answers, they can go back to review the questions that are unanswered. Students can click on the question with an orange dot or use the "Review" button to go back and answer or review the questions.

End of Unit #

✓

All Questions Answered

Use the **Review** button above, or the list below, to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

Submit Final Answers

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

Question 7

Question 8

Question 9

Question 10

Question 11

Question 12

Question 13

Question 14

Question 15

Question 16

Question 17

Question 18

Question 19

Question 20

Question 21

Question 22

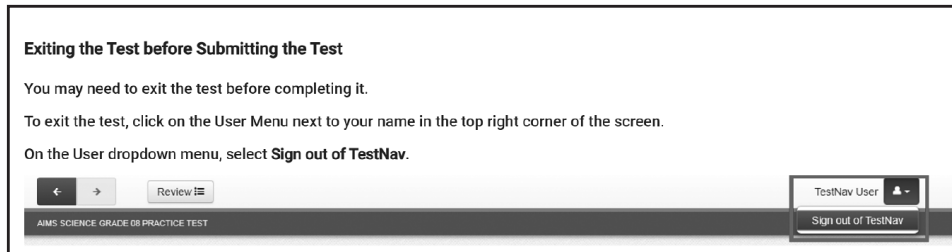
Question 23

Question 24

### *Sign Out and Continue Testing:*

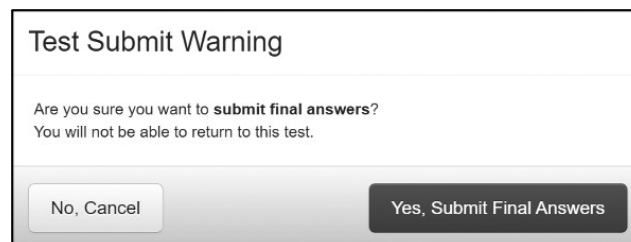
*At the end of the test unit, identify those students who require additional time to complete the test. Verify that these students have not completed their test and have the student “Sign Out” of the test unit.*

*Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.*

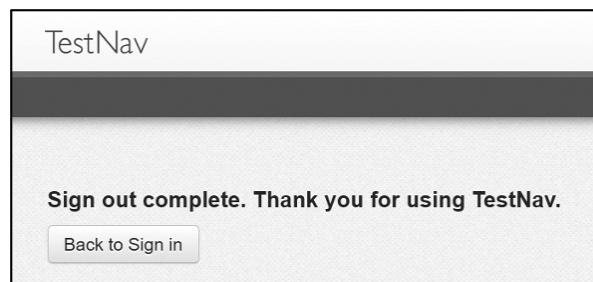


### *Submit Final Answers:*

*Once the student clicks the “Submit Final Answers” button, the screen “Test Submit Warning” will display to confirm that the student is about to leave this unit. Once the student selects the “Yes, Submit Final Answers” button on this warning screen, the test opportunity will end, and the student will not be able to continue to test. This unit of the test cannot be reopened once the student clicks “Yes, Submit Final Answers.”*



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



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

*Collect all test materials from the students. All testing tickets and scratch paper should be treated as secure documents and must be accounted for at the end of each test unit. **Missing test materials must be located prior to dismissing students.** All test materials must be kept in **secure, locked storage**.*

*A significant break must be given between test units. The remaining test unit may be administered after the break or on another test day.*

*ELA Reading Unit 2 is administered exactly the same way as Unit 1 was administered. Follow the same steps and procedures as the ones performed in Unit 1.*

# Computer-Based Testing (CBT) and Special Paper Version (SPV) Tests—Scripted Directions for ELA Grade 3 Oral Reading Fluency (ORF): Online Test Recording in TestNav

The ELA Oral Reading Fluency (ORF) test will only be administered to Grade 3 students.

For Computer-Based Testing schools, third grade students, including any students taking a Special Paper Version of the test, will complete the ELA ORF test online in TestNav.

**Students taking the American Sign Language (ASL) test should not be administered the ELA Oral Reading Fluency (ORF) test unit.**

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

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

This test unit requires the use of headsets with microphones as the student's voice recording will be captured in TestNav using the microphone selected during Microphone Set Up. Prior to the test administration, Test Administrators must ensure that headsets are available and in good working order. The volume and sound quality must be sufficient so that all students can easily record their voice and are able to playback their audio recording during microphone check.

## ELA Oral Reading Fluency (ORF)—Scripted Directions for Grade 3 only: Online Test Recording in TestNav

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

**To begin, the Test Administrator must:**

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

**SAY**

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

Any student who has any electronic device, including a cell phone, in their possession during testing will have their test invalidated. If you have a device with you, please put it in your backpack now.

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

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

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

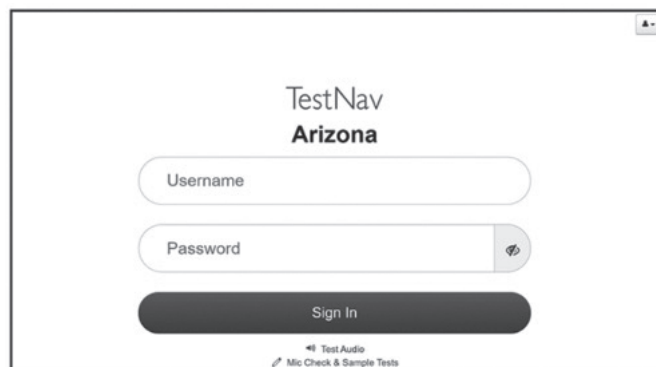
Are there any questions?

*Answer any questions.*

**SAY**

We are ready to begin. You will see the “Sign In” screen on your computer. You will perform a sound check by clicking on the “Test Audio” link found at the bottom of the “Sign In” screen.


You will put on your headphones. When you hear the sound, remove your headphones for more directions. Raise your hand if you did not hear the sound.



Assist any students who are unable to hear the audio.


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

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


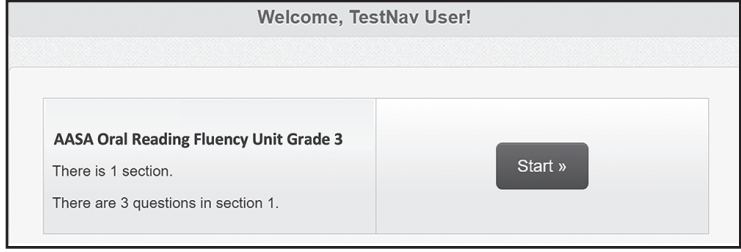
 <b>SAY</b>	<b>Verify the testing ticket is yours by checking the First and Last name and your Date of Birth. If the testing ticket does not belong to you, raise your hand.</b>
--	--

Resolve any testing ticket issues.

**Note:** If any student information is incorrect, the student **must not** proceed with testing. The student's information must be corrected in PearsonAccess<sup>next</sup>. A new testing ticket must be printed for the student.

 <b>SAY</b>	<b>You will now sign into the test. On the "Sign In" screen, enter your Username and Password from your testing ticket, then click the "Sign In" button.</b>
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Verify that all students signed in.

 <b>SAY</b>	<b>Now, you will see the "Welcome" screen. Check that your name appears correctly on the top right corner of the screen. Raise your hand if the name is not correct.</b> <div style="text-align: center; margin-top: 20px;"></div>
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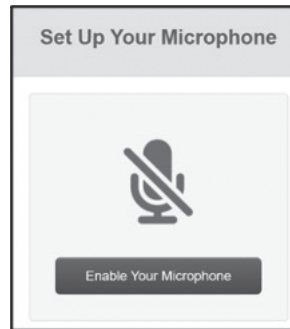
Once all students have verified their name and any needed assistance has been provided, proceed with the directions.

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



**SAY**

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



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

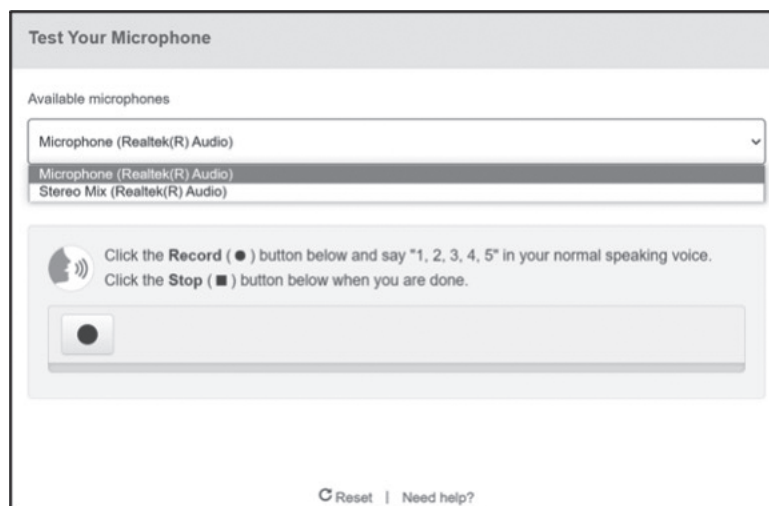
If you receive this message, click on the “Allow” button to enable your microphone.

*Once all students have enabled their microphone and any needed assistance has been provided, proceed with the directions.*

**SAY**

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

Once you have selected your preferred microphone, click on the “Record” button and follow the instructions on the screen to test your microphone.



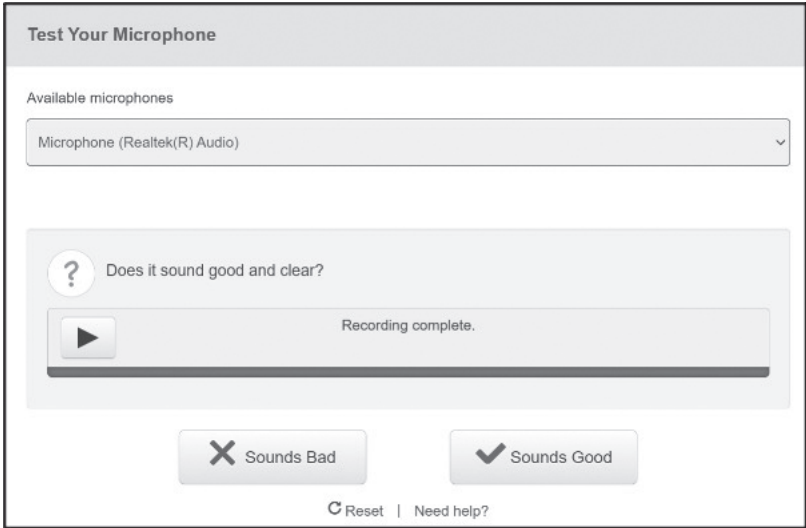
Once the student has checked that the preferred microphone is selected, has recorded their voice, and any needed assistance has been provided, proceed with the directions.

**SAY**

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

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

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



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

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

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

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

Verify that all students have completed the microphone check and are ready to proceed with the test.

**SAY**

Once you click on the “Sounds Good” button, you will see the Oral Reading “Unit” screen.

Click the “Start” button to continue.

**Unit #**

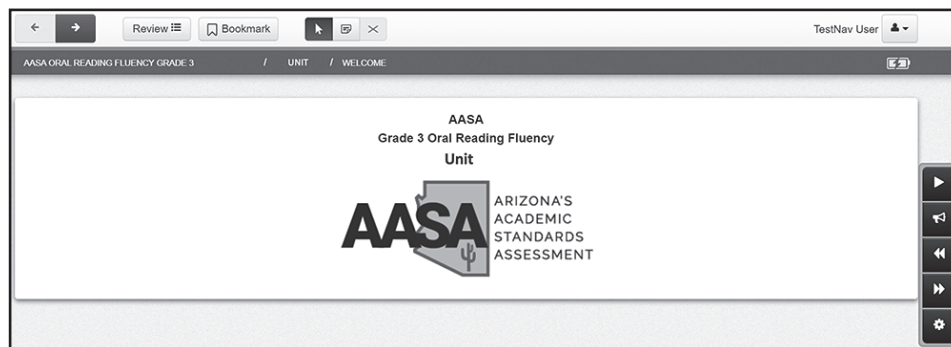
# Questions

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Start

*The students should be on the Welcome page of the AASA Test Administration.*

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



**SAY**

The available testing tools are located at the top and right side of the screen.

**Important: Do not click the “Stop” button as this will end the recording.**

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

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

**Are there any questions?**

Answer any questions.

SAY

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

While students are testing, move around the room to make sure students are progressing through the test.

The Oral Reading Fluency (ORF) test is estimated to take no more than 15 minutes, including setup time, the microphone check, and the actual test. Therefore, it is recommended that students complete the Oral Reading Fluency (ORF) test without leaving the room for a break.

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

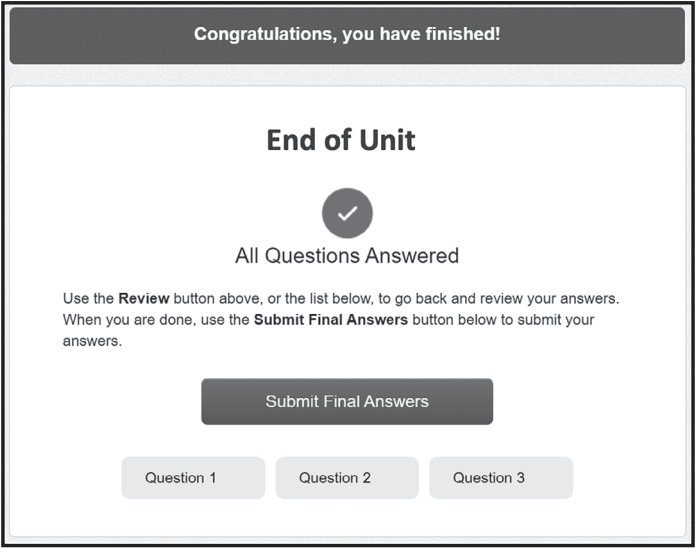
When the test unit ends:

SAY

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

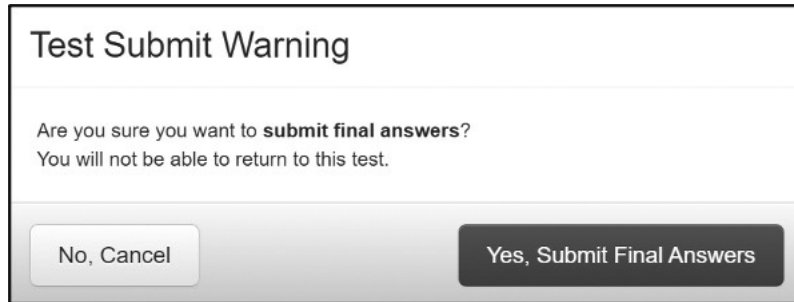
The student will see the following screen at the end of the test unit.

The student must click on the “Submit Final Answers” button on this screen.

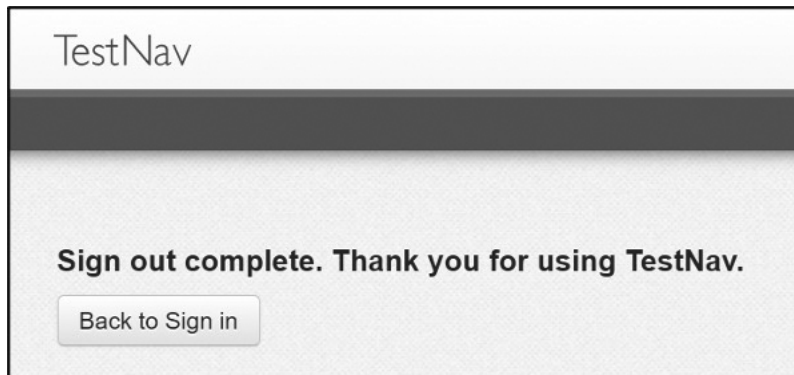


### *Submit Final Answers:*

Once the student clicks the “Submit Final Answers” button, the screen “Test Submit Warning” will display to confirm that the student is about to leave this unit. Once the student selects the “Yes, Submit Final Answers” button on this warning screen, the test opportunity will end, and the student will not be able to continue to test. This unit of the test cannot be reopened once the student clicks “Yes, Submit Final Answers.”

A screenshot of a 'Test Submit Warning' dialog box. The title bar at the top says 'Test Submit Warning'. Below the title bar, the text reads: 'Are you sure you want to **submit final answers**? You will not be able to return to this test.' At the bottom of the dialog box, there are two buttons: 'No, Cancel' on the left and 'Yes, Submit Final Answers' on the right. The 'Yes, Submit Final Answers' button is highlighted with a dark background and white text.

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

A screenshot of the 'Sign Out Complete' screen in the TestNav system. The top of the screen has a header with the 'TestNav' logo. Below the header is a dark horizontal bar. The main content area of the screen displays the text: 'Sign out complete. Thank you for using TestNav.' At the bottom of the screen, there is a button labeled 'Back to Sign in'.

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

Collect the secure testing tickets. **Missing secure testing tickets must be located prior to dismissing students.** All secure test materials must be kept in **secure, locked storage.**

# Computer-Based Testing (CBT) and American Sign Language (ASL) Testing—Scripted Directions for Math Grades 3—6 (Units 1 and 2)

Prior to beginning a test unit, verify that all students have the appropriate accommodations marked in PearsonAccess<sup>next</sup>.

The AASA Math test is administered in two test units—Unit 1 and Unit 2.

**To begin, the Test Administrator must:**

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

**Additional directions for the Math test:**

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

Students may use scratch paper during the Math test. However, all student responses must be entered into the response space in TestNav in order to be scored. All scratch paper must be collected at the end of the test unit and securely destroyed following your district’s directions.

**Note:** Math Grades 3-6 for Units 1 and 2 tests are administered exactly the same way. The scripted directions have been combined for these grades and test units. Any test unit specific instructions are provided in the scripted directions.

**Math Units 1 and 2 (Combined): Scripted Directions for Grades 3–6**

SAY

Today, you will be taking Arizona’s Academic Standards Assessment Math test.

Any student who has any electronic device, including a cell phone, in their possession during testing will have their test invalidated. If you have a device with you, please put it in your backpack now.


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

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

Are there any questions?

*Answer any questions.*

Students taking the Computer-Based Test will perform a sound check. The sound check will not apply to students taking the ASL test.

<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>SAY</b></div>	<p><b>We are ready to begin. You will see the “Sign In” screen on your computer.</b></p> <div style="border: 1px dashed gray; padding: 10px; margin: 10px 0;"><p><i>[For Computer-Based Testing only, say:]</i></p><p><b>You will perform a sound check by clicking on the “Test Audio” link found at the bottom of the “Sign In” screen. You will put on your headphones. When you hear the sound, remove your headphones for more directions. Raise your hand if you did not hear the sound.</b></p></div> <div style="text-align: center; margin: 10px 0;"></div>
---	--

*For Computer-Based Testing only:*

*Assist any students who are unable to hear the audio.*

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

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

<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>SAY</b></div>	<p><b>Verify the testing ticket is yours by checking the First and Last name and your Date of Birth. If the testing ticket does not belong to you, raise your hand.</b></p>
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*Resolve any testing ticket issues.*

**Note:** *If any student information is incorrect, the student **must not** proceed with testing. The student's information must be corrected in PearsonAccess<sup>next</sup>. A new testing ticket must be printed for the student.*

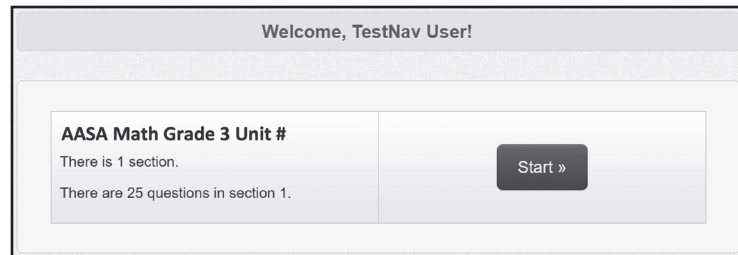
**SAY**

You will now sign into the test. On the "Sign In" screen, enter your Username and Password from your testing ticket, then click the "Sign In" button.

*Verify that all students signed in.*

**SAY**

Now, you will see the "Welcome" screen. Check that your name appears correctly on the top right corner of the screen. Raise your hand if the name is not correct.

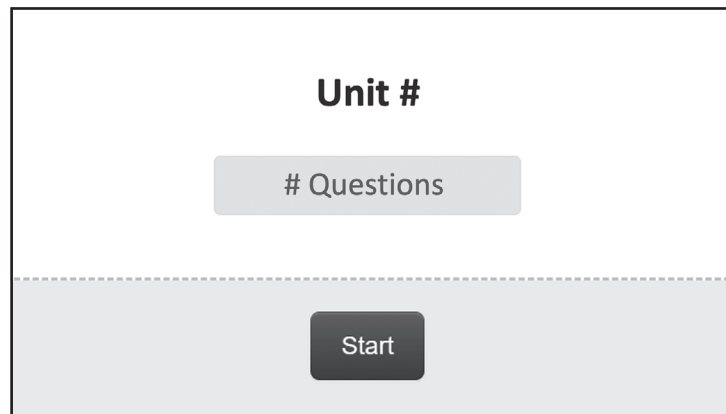


*Once all students have verified their name and any needed assistance has been provided, proceed with the directions.*

**SAY**

Now, you will see the Math "Unit" screen. Verify that you are in the correct Math test unit.

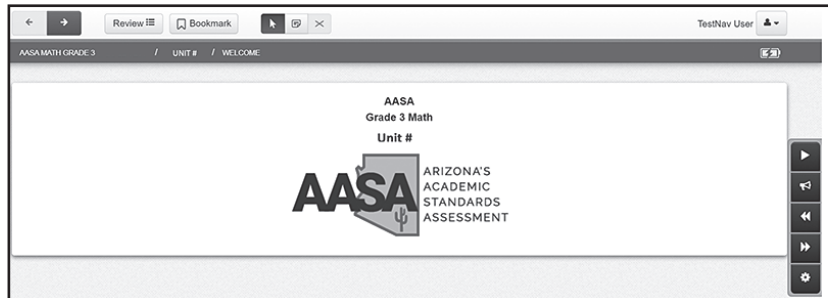
Once you have verified that you are in the correct test unit, click the "Start" button to continue.





*The students should be on the Welcome page of the AASA Test Administration.*

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



**SAY**

**The available testing tools are located at the top and right side of the screen.**

**In addition to these tools, on the right side of the screen, you will also find accessibility tools for you to use, if needed.**

**Are there any questions?**

*Answer any questions.*

**SAY**

Today's Math test contains several types of math problems. Some of the items may be challenging or unfamiliar to you. Do your best on all items.

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

You may use scratch paper, but you need to record your responses in the response spaces provided in TestNav.

At the end of the test unit, you will see the "Congratulations, you have finished!" message. At the bottom of the page, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. Before you submit your final answers, you can go back to review the questions that are unanswered. You can click on the question with an orange dot or use the "Review" button to go back and answer or review the questions.

The screen "Exit Warning" will show. Once you are ready to submit your test to be scored, click the "Yes" button. Once your test is submitted, it cannot be reopened.

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

Are there any questions?

*Answer any questions.*

**SAY**

Now we are going to start the test.

*[For Computer-Based Testing only, say:]*

If you choose to enable the Text-to-Speech feature, put your headphones on and click on the "Next" button to begin.

*While students are testing, move around the room to make sure students are progressing through the test.*

*If a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks "Sign Out" prior to leaving the room. When the student returns to the testing room, the Test Administrator will need to resume the student's test and the student will need to sign in again. Refer to the Resuming a Student Test in PearsonAccess<sup>next</sup> section in this guide for instructions.*

As each student finishes the test, collect their scratch paper. Do not allow students to access content material or use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test unit.

When the test unit ends:

SAY

This concludes the test unit.

If you have not finished testing, you will be allowed to continue working, by selecting the "Sign Out" option at this time.

If you have finished testing and reviewed your responses, you may click the "Submit Final Answers" button now.

Are there any questions?

Answer any questions.

The student will see the screen below at the end of the test unit. This screen shows the test unit the student has completed, as well as the number of unanswered questions and bookmarked questions. At the bottom of the screen, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. Before the student submits their final answers, they can go back to review the questions that are unanswered. Students can click on the question with an orange dot or use the "Review" button to go back and answer or review the questions.

End of Unit #

✓

All Questions Answered

Use the **Review** button above, or the list below, to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

Submit Final Answers

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

Question 7

Question 8

Question 9

Question 10

Question 11

Question 12

Question 13

Question 14

Question 15

Question 16

Question 17

Question 18

Question 19

Question 20

Question 21

Question 22

Question 23

Question 24

Test Administration Directions

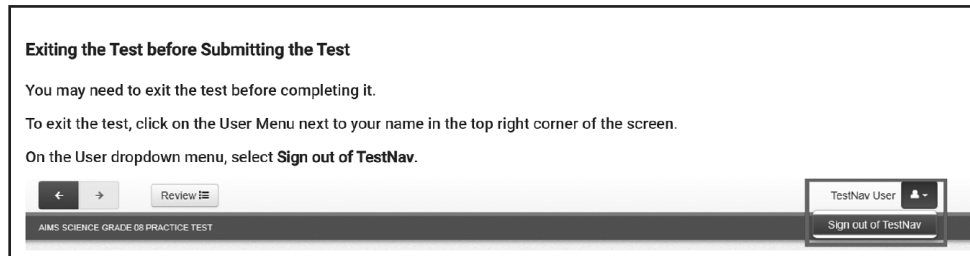
Spring 2023 AASA  
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### *Sign Out and Continue Testing:*

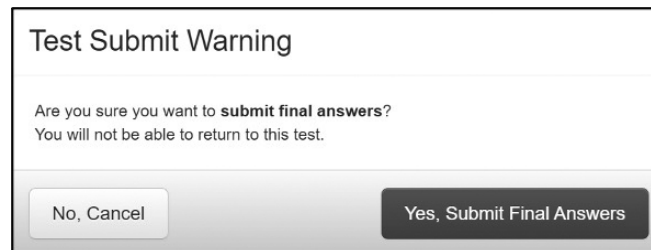
*At the end of the test unit, identify those students who require additional time to complete the test. Verify that these students have not completed their test and have the student “Sign Out” of the test unit.*

*Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.*

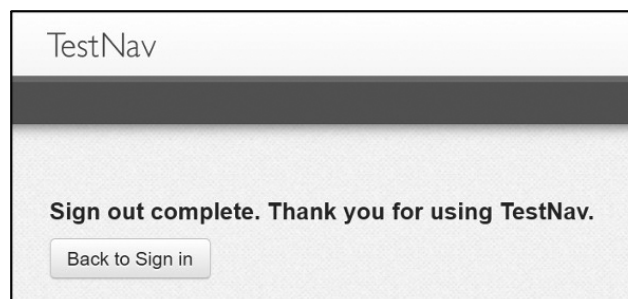


### *Submit Final Answers:*

*Once the student clicks the “Submit Final Answers” button, the screen “Test Submit Warning” will display to confirm that the student is about to leave this unit. Once the student selects the “Yes, Submit Final Answers” button on this warning screen, the test opportunity will end, and the student will not be able to continue to test. This unit of the test cannot be reopened once the student clicks “Yes, Submit Final Answers.”*



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



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

*Collect all test materials from the students. All testing tickets and scratch paper should be treated as secure documents and must be accounted for at the end of each test unit. **Missing test materials must be located prior to dismissing students.** All test materials must be kept in **secure, locked storage**.*

*A significant break must be given between test units. The remaining test unit may be administered after the break or on another test day.*

*Math Unit 2 is administered exactly the same way as Unit 1 was administered. Follow the same steps and procedures as the ones performed in Unit 1.*

# Computer-Based Testing (CBT) and American Sign Language (ASL) Testing—Scripted Directions for Math Grades 7—8 (Unit 1 and 2)

Prior to beginning a test unit, verify that all students have the appropriate accommodations marked in PearsonAccess<sup>next</sup>.

The AASA Math test is administered in two test units—Unit 1 and Unit 2.

**To begin, the Test Administrator must:**

- Launch the TestNav application on each testing device.
- Distribute secure testing tickets.
- Distribute scratch paper.
- Distribute handheld calculators for Unit 1 ONLY, if needed.

**Additional directions for the Math test:**

- For AASA Math Grades 7-8, calculators are NOT permitted for Unit 2.
- Math reference sheets are NOT permitted for any of the test units.

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


For Math Unit 1 only, while there is a calculator provided online for Computer-Based Testing, students may use a physical handheld calculator. If handheld calculators are being used, make sure that they have been appropriately configured for testing as specified in the AASA Calculator Policy. Refer to the AASA Calculator Policy for guidance on calculators for testing.

**Math Unit 1: Scripted Directions for Grades 7–8**

<div data-bbox="148 275 288 373"><p><b>SAY</b></p></div>	<p>Today, you will be taking Arizona’s Academic Standards Assessment Math Unit 1 test.</p> <p>Approved calculators are allowed during the Math Unit 1 test.</p> <p>Any student who has any electronic device, including a cell phone, in their possession during testing will have their test invalidated. If you have a device with you, please put it in your backpack now.</p> <p>If you have a question or need help during the test, raise your hand, and I will come to you.</p> <p>The AASA test is not timed. If you have not completed the test at the conclusion of this test unit, you will be permitted to continue working. However, you must complete the test by the end of the school day.</p> <p>Are there any questions?</p>
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*Answer any questions.*

Students taking the Computer-Based Test will perform a sound check. The sound check will not apply to students taking the ASL test.

<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>SAY</b></div>	<p>We are ready to begin. You will see the "Sign In" screen on your computer.</p> <div style="border: 1px dashed gray; padding: 10px; margin: 10px 0;"><p><i>[For Computer-Based Testing only, say:]</i></p><p><b>You will perform a sound check by clicking on the "Test Audio" link found at the bottom of the "Sign In" screen. You will put on your headphones. When you hear the sound, remove your headphones for more directions. Raise your hand if you did not hear the sound.</b></p></div> <div style="text-align: center; margin: 10px 0;"></div>
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*For Computer-Based Testing only:*

*Assist any students who are unable to hear the audio.*

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

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

<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>SAY</b></div>	<p><b>Verify the testing ticket is yours by checking the First and Last name and your Date of Birth. If the testing ticket does not belong to you, raise your hand.</b></p>
---	---

*Resolve any testing ticket issues.*

**Note:** *If any student information is incorrect, the student **must not** proceed with testing. The student's information must be corrected in PearsonAccess<sup>next</sup>. A new testing ticket must be printed for the student.*

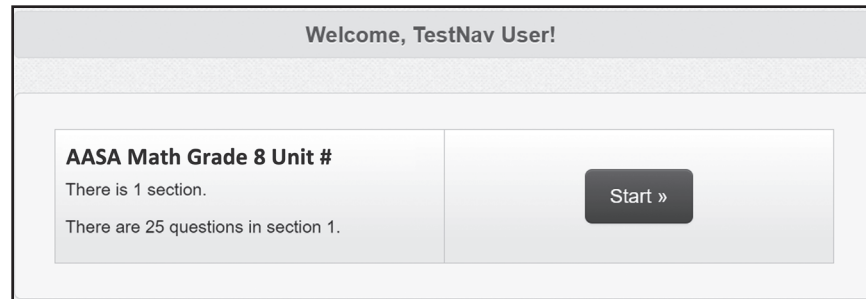
**SAY**

You will now sign into the test. On the “Sign In” screen, enter your Username and Password from your testing ticket, then click the “Sign In” button.

*Verify that all students signed in.*

**SAY**

Now, you will see the “Welcome” screen. Check that your name appears correctly on the top right corner of the screen. Raise your hand if the name is not correct.



Welcome, TestNav User!

**AASA Math Grade 8 Unit #**  
There is 1 section.  
There are 25 questions in section 1.

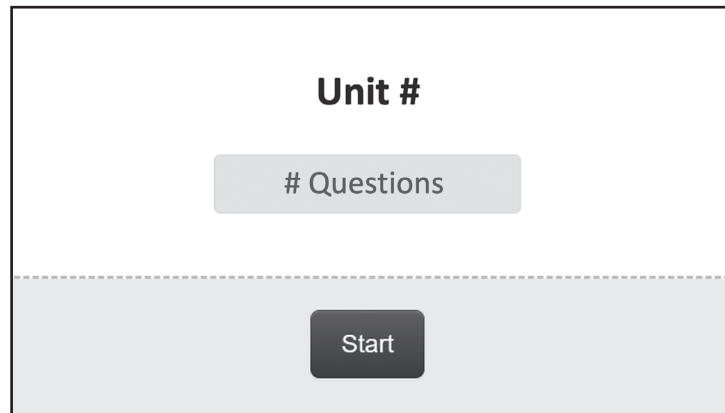
Start »

*Once all students have verified their name and any needed assistance has been provided, proceed with the directions.*

**SAY**

Now, you will see the Math “Unit 1” screen. Verify that you are in the correct Math test unit.

Once you have verified that you are on the Math “Unit 1” screen, click the “Start” button to continue.



**Unit #**

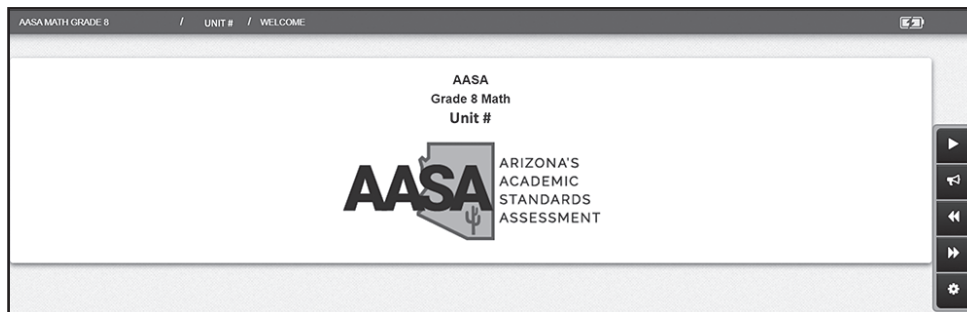
# Questions

Start



*The students should be on the Welcome page of the AASA Test Administration.*

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



**SAY**

The available testing tools are located at the top and right side of the screen.

The use of an approved calculator will be permitted during this test—Math Unit 1. There will be a Desmos Scientific Calculator embedded on the computer in TestNav for this test unit only.

On the right side of the screen, you will also find accessibility tools for you to use, if needed.

Are there any questions?

*Answer any questions.*

**SAY**

Today's Math test contains several types of math problems. Some of the items may be challenging or unfamiliar to you. Do your best on all items.

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

You may use scratch paper, but you need to record your responses in the response spaces provided in TestNav.

At the end of the test unit, you will see the "Congratulations, you have finished!" message. At the bottom of the page, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. Before you submit your final answers, you can go back to review the questions that are unanswered. You can click on the question with an orange dot or use the "Review" button to go back and answer or review the questions.

The screen "Exit Warning" will show. Once you are ready to submit your test to be scored, click the "Yes" button. Once your test is submitted, it cannot be reopened.

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

Are there any questions?

*Answer any questions.*

**SAY**

Now we are going to start the test.

*[For Computer-Based Testing only, say:]*

If you choose to enable the Text-to-Speech feature, put your headphones on and click on the "Next" button to begin.

*While students are testing, move around the room to make sure students are progressing through the test.*

*If a student needs to leave the room for any emergency reason, ensure the student clicks "Sign Out" prior to leaving the room. When the student returns to the testing room, the Test Administrator will need to resume the student's test and the student will need to sign in again. Refer to the Resuming a Student Test in PearsonAccess<sup>next</sup> section in this guide for instructions.*

*As each student finishes the test, collect their scratch paper. Do not allow students to access content material or use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test unit.*

When the test unit ends:

SAY

This concludes the test unit.

If you have not finished testing, you will be allowed to continue working, by selecting the "Sign Out" option at this time.


If you have finished testing and reviewed your responses, you may click the "Submit Final Answers" button now.

Are there any questions?

Answer any questions.

The student will see the screen below at the end of the test unit. This screen shows the test unit the student has completed, as well as the number of unanswered questions and bookmarked questions. At the bottom of the screen, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. Before the student submits their final answers, they can go back to review the questions that are unanswered. Students can click on the question with an orange dot or use the "Review" button to go back and answer or review the questions.

## End of Unit #



### All Questions Answered

Use the **Review** button above, or the list below, to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

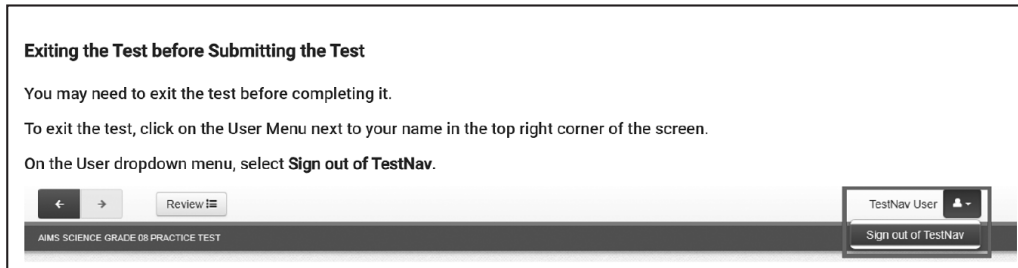
Submit Final Answers

Question 1	Question 2	Question 3
Question 4	Question 5	Question 6
Question 7	Question 8	Question 9
Question 10	Question 11	Question 12
Question 13	Question 14	Question 15
Question 16	Question 17	Question 18
Question 19	Question 20	Question 21
Question 22	Question 23	Question 24

### *Sign Out and Continue Testing:*

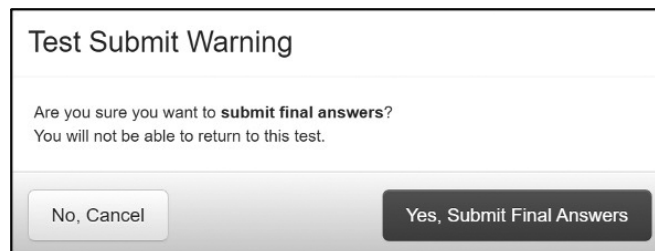
*At the end of the test unit, identify those students who require additional time to complete the test. Verify that these students have not completed their test and have the student “Sign Out” of the test unit.*

*Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.*

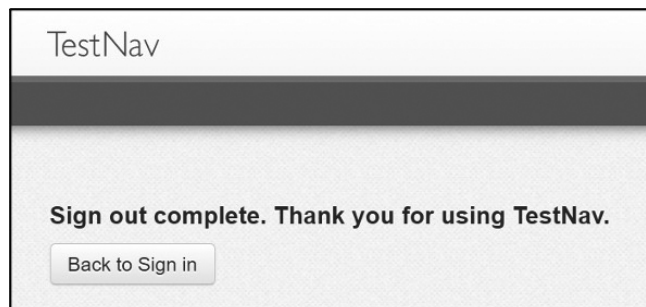


### *Submit Final Answers:*

*Once the student clicks the “Submit Final Answers” button, the screen “Test Submit Warning” will display to confirm that the student is about to leave this unit. Once the student selects the “Yes, Submit Final Answers” button on this warning screen, the test opportunity will end, and the student will not be able to continue to test. This unit of the test cannot be reopened once the student clicks “Yes, Submit Final Answers.”*



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



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

*Collect all test materials from the students. All testing tickets and scratch paper should be treated as secure documents and must be accounted for at the end of each test unit. **Missing test materials must be located prior to dismissing students.** All test materials must be kept in **secure, locked storage**.*


*A significant break must be given between test units. The remaining test unit may be administered after the break or on another test day.*

## Math Unit 2: Scripted Directions for Grades 7–8

<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>SAY</b></div>	<p>Today, you will be taking Arizona’s Academic Standards Assessment Math Unit 2 test.</p> <p>Any student who has any electronic device, including a cell phone, in their possession during testing will have their test invalidated. If you have a device with you, please put it in your backpack now.</p> <p>If you have a question or need help during the test, raise your hand, and I will come to you.</p> <p>The AASA test is not timed. If you have not completed the test at the conclusion of this test unit, you will be permitted to continue working. However, you must complete the test by the end of the school day.</p> <p>Are there any questions?</p>
---	---

*Answer any questions.*

*Students taking the Computer-Based Test will perform a sound check. The sound check will not apply to students taking the ASL test.*


<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>SAY</b></div>	<p>We are ready to begin. You will see the “Sign In” screen on your computer.</p> <div style="border: 1px dashed gray; padding: 10px; margin: 10px 0;"><p><i>[For Computer-Based Testing only, say:]</i></p><p>You will perform a sound check by clicking on the “Test Audio” link found at the bottom of the “Sign In” screen. You will put on your headphones. When you hear the sound, remove your headphones for more directions. Raise your hand if you did not hear the sound.</p></div> <div style="text-align: center; margin: 10px 0;"></div>
---	--

*For Computer-Based Testing only:*

*Assist any students who are unable to hear the audio.*


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

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


 <b>SAY</b>	<b>Verify the testing ticket is yours by checking the First and Last name and your Date of Birth. If the testing ticket does not belong to you, raise your hand.</b>
--	--

*Resolve any testing ticket issues.*

**Note:** If any student information is incorrect, the student **must not** proceed with testing. The student's information must be corrected in PearsonAccess<sup>next</sup>. A new testing ticket must be printed for the student.

 <b>SAY</b>	<b>You will now sign into the test. On the "Sign In" screen, enter your Username and Password from your testing ticket, then click the "Sign In" button.</b>
---	--

*Verify that all students signed in.*

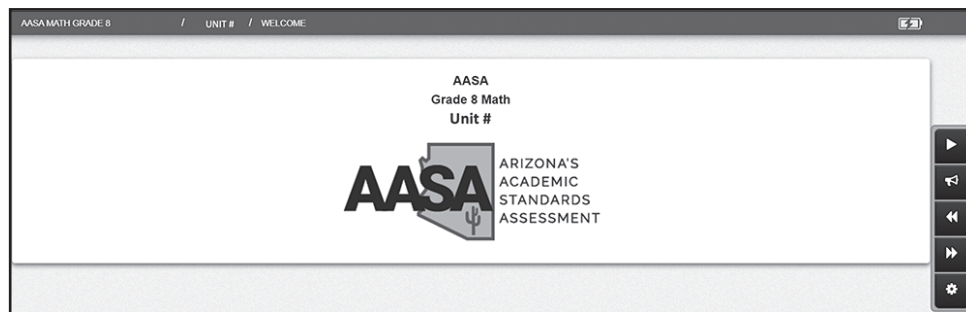
 <b>SAY</b>	<p><b>Now, you will see the "Welcome" screen. Check that your name appears correctly on the top right corner of the screen. Raise your hand if the name is not correct.</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"><div style="background-color: #f0f0f0; padding: 5px; text-align: center;">Welcome, TestNav User!</div><div style="display: flex; justify-content: space-between; padding: 10px;"><div style="width: 60%;"><p><b>AASA Math Grade 8 Unit #</b></p><p>There is 1 section.</p><p>There are 25 questions in section 1.</p></div><div style="width: 35%; text-align: center;"><div style="background-color: #333; color: white; padding: 5px 10px; border-radius: 5px; display: inline-block;">Start »</div></div></div></div>
--	---

*Once all students have verified their name and any needed assistance has been provided, proceed with the directions.*

<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;"><b>SAY</b></div>	<p>Now, you will see the Math “Unit 2” screen. Verify that you are in the correct Math test unit.</p> <p>Once you have verified that you are on the Math “Unit 2” screen, click the “Start” button to continue.</p> <div style="border: 1px solid black; padding: 20px; margin: 20px auto; width: 60%; text-align: center;"> <p><b>Unit #</b></p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px auto; width: 60%;"># Questions</div> <hr style="border-top: 1px dashed black; margin: 10px auto; width: 80%;"/> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px auto; width: 15%; background-color: #333; color: white;">Start</div> </div>
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*The students should be on the Welcome page of the AASA Test Administration.*

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



<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;"><b>SAY</b></div>	<p>The available testing tools are located at the top and right side of the screen.</p> <p>On the right side of the screen, you will also find accessibility tools for you to use, if needed.</p> <p>Are there any questions?</p>
--	---

*Answer any questions.*

**SAY**

Today's Math test contains several types of math problems. Some of the items may be challenging or unfamiliar to you. Do your best on all items.

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

You may use scratch paper, but you need to record your responses in the response spaces provided in TestNav. Use of a calculator is prohibited in unit 2 of the Math test.

At the end of the test unit, you will see the "Congratulations, you have finished!" message. At the bottom of the page, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. Before you submit your final answers, you can go back to review the questions that are unanswered. You can click on the question with an orange dot or use the "Review" button to go back and answer or review the questions.

The screen "Exit Warning" will show. Once you are ready to submit your test to be scored, click the "Yes" button. Once your test is submitted, it cannot be reopened.

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

Are there any questions?

*Answer any questions.*

**SAY**

Now we are going to start the test.

*[For Computer-Based Testing only, say:]*

If you choose to enable the Text-to-Speech feature, put your headphones on and click on the "Next" button to begin.

*While students are testing, move around the room to make sure students are progressing through the test.*

*If a student needs to leave the room for any emergency reason, ensure the student clicks "Sign Out" prior to leaving the room. When the student returns to the testing room, the Test Administrator will need to resume the student's test and the student will sign in again. Refer to the Resuming a Student Test in PearsonAccess<sup>next</sup> section in this guide for instructions.*

*As each student finishes the test, collect their scratch paper. Do not allow students to access content material or use electronic devices, including cell phones, until after all materials have been collected*



from each student testing and all students are signed out of the test unit.

When the test unit ends:

<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>SAY</b></div>	<p><b>This concludes the test unit.</b></p> <p><b>If you have not finished testing, you will be allowed to continue working, by selecting the "Sign Out" option at this time.</b></p> <p><b>If you have finished testing and reviewed your responses, you may click the "Submit Final Answers" button now.</b></p> <p><b>Are there any questions?</b></p>
---	---

Answer any questions.

The student will see the screen below at the end of the test unit. This screen shows the test unit the student has completed, as well as the number of unanswered questions and bookmarked questions. At the bottom of the screen, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. Before the student submits their final answers, they can go back to review the questions that are unanswered. Students can click on the question with an orange dot or use the "Review" button to go back and answer or review the questions.

## End of Unit #

All Questions Answered

Use the **Review** button above, or the list below, to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

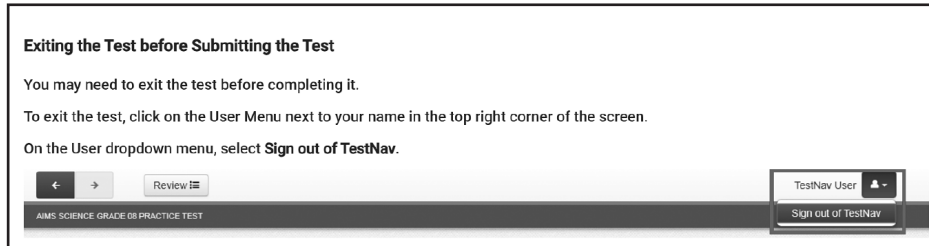
Submit Final Answers

Question 1	Question 2	Question 3
Question 4	Question 5	Question 6
Question 7	Question 8	Question 9
Question 10	Question 11	Question 12
Question 13	Question 14	Question 15
Question 16	Question 17	Question 18
Question 19	Question 20	Question 21
Question 22	Question 23	Question 24

### *Sign Out and Continue Testing:*

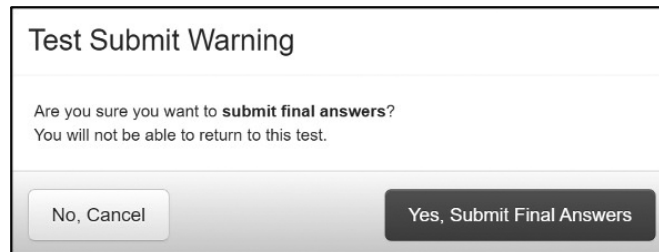
*At the end of the test unit, identify those students who require additional time to complete the test. Verify that these students have not completed their test and have the student “Sign Out” of the test unit.*

*Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.*

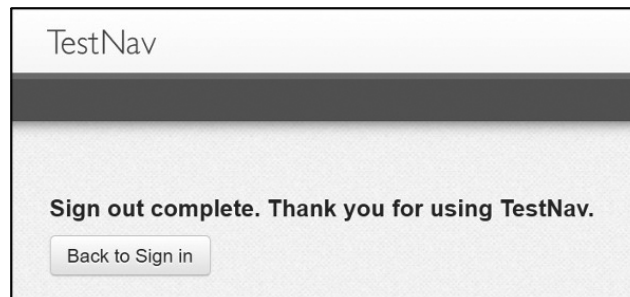


### *Submit Final Answers:*

*Once the student clicks the “Submit Final Answers” button, the screen “Test Submit Warning” will display to confirm that the student is about to leave this unit. Once the student selects the “Yes, Submit Final Answers” button on this warning screen, the test opportunity will end, and the student will not be able to continue to test. This unit of the test cannot be reopened once the student clicks “Yes, Submit Final Answers.”*



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



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

*Collect all test materials from the students. All testing tickets and scratch paper should be treated as secure documents and must be accounted for at the end of each test unit. **Missing test materials must be located prior to dismissing students.** All test materials must be kept in **secure, locked storage**.*

*A significant break must be given between test units. The remaining test unit may be administered after the break or on another test day.*

# Administering Special Paper Version (SPV) Tests (Large Print and Regular-Sized Print)

The purpose of this section is to assist Test Administrators in Computer-Based Testing schools with the proper administration of the large print and regular-sized print tests.

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

Note: The Braille Special Paper Version (SPV) test administration process will be covered in a separate document: *Spring 2023 AASA Test Administration Directions for Special Paper Version: Braille*.

Special Paper Version test materials include:

- Regular-sized print test booklet
- Large print test booklet

## *Administering Special Paper Version Tests and TestNav*

Students taking the Special Paper Version tests should record their responses directly on the Special Paper Version test booklet. The Test Administrator must record responses directly into TestNav after the student completes the test. For Special Paper Version (SPV) tests, the Test Administrator will use the student's testing ticket information to log into TestNav.

**Responses not recorded in TestNav by the end of the test window will not be scored.**

## **Special Paper Version (SPV) Tests—Test Administration Directions for ELA and Math Grades 3-8**

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

Students can record their responses by marking directly on Special Paper Version test booklets. **All responses must be recorded by an adult into TestNav by the end of the test window to be scored.**

The use of scratch paper is allowed for the AASA test. All scratch paper must be collected at the end of the test unit and securely destroyed following your district's directions.

# Special Paper Version (SPV) Tests—Scripted Directions for ELA Writing Unit Grades 3—8


To begin, the Test Administrator must:

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

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

Students taking the Special Paper Version tests should record their responses directly on the Special Paper Version test booklet. **All responses must be recorded by an adult into TestNav by the end of the test window to be scored.**

Students may use scratch paper during the ELA Writing test. All scratch paper must be collected at the end of the test unit and securely destroyed following your district’s directions.

 A speech bubble icon containing the word "SAY" in bold, uppercase letters.	<p><b>Today you will be taking Arizona’s Academic Standards Assessment ELA Writing test.</b></p> <p><b>Do not open your test booklet until I tell you to do so.</b></p> <p><b>Any student who has any electronic device, including a cell phone, in their possession during testing will have their test invalidated. If you have a device with you, please put it in your backpack now.</b></p> <p><b>If you have a question or need help during the test, raise your hand, and I will come to you.</b></p> <p><b>The ELA Writing test is not timed. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of the school day.</b></p> <p><b>Are there any questions?</b></p>
--	--

*Answer any questions.*

**SAY**

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

On the front cover of your test booklet, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information provided to you.

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

**SAY**

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

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

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

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

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

Your response should be in the form of a multiparagraph essay. Write your response in the space provided. Remember that your response must address the writing prompt and reading sources.

Are there any questions?

*Answer any questions.*

<p><b>SAY</b></p>	<p>When you finish the test unit, you will see the “Stop” sign. Do not go beyond the “Stop” sign.</p> <p>When you see the “Stop” sign, you may go back and check your response for this test unit only. You may not go to any other part of this test booklet at any time.</p> <p>Be sure to reread your response and make any necessary edits.</p> <p>When you are satisfied with your final response, close your test booklet. Raise your hand, and I will collect your test booklet.</p> <p>You must remain silent until the conclusion of the test unit.</p> <p>Are there any questions?</p>
-------------------	--

*Answer any questions.*


<p><b>SAY</b></p>	<p>Open your test booklet to page 4.</p> <p>You will see the writing prompt on this page, along with detailed directions that will help you write your multiparagraph essay. Make sure to read the directions and manage your time carefully.</p> <p>You may now read the prompt and begin the test.</p>
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*Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test.*

*If a student needs to leave the room for any emergency reason, ensure to collect the test booklet and any scratch paper (if applicable) from the student prior to them leaving the room.*

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

When the test unit ends:

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

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

*All test booklets are secure documents and **must** be accounted for at the end of the test unit. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess<sup>next</sup>.*

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

*All test booklets must be returned to the Test Coordinator. All test booklets must be stored in **secure, locked storage** until returned to the Test Coordinator.*

# Special Paper Version (SPV) Tests—Scripted Directions for ELA Reading Grades 3—8 (Units 1 and 2)

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

To begin, the Test Administrator must:

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

Students taking the Special Paper Version tests should record their responses directly on the Special Paper Version test booklet. **All responses must be recorded by an adult into TestNav by the end of the test window to be scored.**

Students may use scratch paper during the Reading test. All scratch paper must be collected at the end of the test unit and securely destroyed following your district's directions.

**The use of a dictionary or thesaurus is prohibited on both Reading test units. Reading aloud the ELA Reading test to students violates the test construct. Please do not read test passages or items aloud to students.**

SAY

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

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

Any student who has any electronic device, including a cell phone, in their possession during testing will have their test invalidated. If you have a device with you, please put it in your backpack now.

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

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

Are there any questions?

Answer any questions.

SAY

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

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



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

**SAY**

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

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

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

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

When you finish the ELA Reading test, you will see the "Stop" sign. Do not go beyond the "Stop" sign.

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

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

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

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

Are there any questions?

*Answer any questions.*

*For Unit 1:*

*The ELA Reading Unit 1 will have sample questions. Continue reading the directions for the sample questions.*

*For Unit 2:*

*The ELA Reading Unit 2 test will not contain sample questions. Skip to page 67 of this manual and continue with the directions.*

*Unit 1 Only: ELA Reading sample questions—*

**SAY**

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

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

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

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

**SAY**

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

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

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

**SAY**

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

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

**SAY**

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

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

**SAY**

The correct answer for Sample C is: [Grades 3-5: "C"; Grades 6-8: "A"].  
Are there any questions?

*Answer any questions.*

Units 1 and 2:

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block; background-color: #f0f0f0;"><b>SAY</b></div>	<p><i>[For Unit 1, say:]</i></p> <p><b>Now turn to [Grade 3—page 18, Grade 4—page 18, Grade 5—page 20, Grade 6—page 20, Grade 7—page 20, Grade 8—page 18].</b></p> <p><b>On this page you will see some directions and a reading passage.</b></p> <p><i>[For Unit 2, say:]</i></p> <p><b>Now turn to page [Grade 3—page 44, Grade 4—page 46, Grade 5—page 50, Grade 6—page 50, Grade 7—page 48, Grade 8—page 50].</b></p> <p><b>You may begin the test.</b></p>
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*Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test.*

*If a student needs to leave the room for any emergency reason, ensure to collect the test booklet and any scratch paper (if applicable) from the student prior to them leaving the room.*

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

*When the test unit ends—Units 1 and 2:*

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block; background-color: #f0f0f0;"><b>SAY</b></div>	<p><b>This concludes the test unit.</b></p> <p><b>If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.</b></p>
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*Most students should have had enough time to finish the test during the allotted time. At the end of the test unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.*

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

*All test booklets are secure documents and **must** be accounted for at the end of the test unit. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess<sup>next</sup>.*

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

*All test booklets must be returned to the Test Coordinator. All test booklets must be stored in **secure, locked storage** until returned to the Test Coordinator.*

## **Special Paper Version (SPV) Tests—ELA Grade 3 Oral Reading Fluency (ORF): Online Test Recording in TestNav**

All Grade 3 students taking a Special Paper Version test must complete the Oral Reading Fluency test unit in TestNav. Note: Students will not need their SPV paper test booklets when completing the ORF test online.

For testing information and scripted directions for the ELA Grade 3 Oral Reading Fluency (ORF) online test recording in TestNav, refer to page 30 of this manual.

# Special Paper Version (SPV) Tests—Scripted Directions for Math Grades 3—6 (Units 1 and 2)

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

## Additional directions for the Math test:

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

## To begin, the Test Administrator must:


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

Students taking the Special Paper Version tests should record their responses directly on the Special Paper Version test booklet. **All responses must be recorded by an adult into TestNav by the end of the test window to be scored.**

Students may use scratch paper during the Math test. All scratch paper must be collected at the end of the test unit and securely destroyed following your district's directions.

**Note:** Math Grades 3-6 for Units 1 and 2 tests are administered exactly the same way. The scripted directions have been combined for these grades and test units. Any test unit specific instructions are provided in the scripted directions.

## Math Units 1 and 2 (Combined): Special Paper Version (SPV) Tests—Scripted Directions for Grades 3–6

 <p><b>SAY</b></p>	<p>Today you will be taking Arizona's Academic Standards Assessment Math test.</p> <p>Do not open your test booklet until I tell you to do so.</p> <p>Any student who has any electronic device, including a cell phone, in their possession during testing will have their test invalidated. If you have a device with you, please put it in your backpack now.</p> <p>If you have a question or need help during the test, raise your hand, and I will come to you.</p> <p>The AASA test is not timed. If you have not completed the test at the conclusion of this test unit, you will be permitted to continue working. However, you must complete the test by the end of the school day.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	<p><i>[For Unit 1, say:]</i></p> <p>You will use the same test booklet for all Math test units. On the front cover of your test booklet, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information provided to you.</p> <p><i>[For Unit 2, say:]</i></p> <p>Please check to see that the test booklet in front of you is the same one you used for the previous AASA testing and has your name on the front cover.</p>
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Students will use the same test booklet for all Math test units.

<b>SAY</b>	<p>Today's Math test contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question. Some of the items may be challenging or unfamiliar to you. Do your best on all items.</p> <p>Be sure to read each question carefully. Some questions will require you to mark more than one answer, and some questions will require you to give your response in different ways.</p> <p>You may use scratch paper, but you need to record your answers in the test booklet.</p> <p>When you have finished the Math test, you will see the "Stop" sign. Do not go beyond the "Stop" sign.</p> <p>When you see the "Stop" sign, you may go back and check your responses for this test unit only. You may not go to any other part of this test booklet at any time.</p> <p>Be sure to reread your responses and make any necessary edits.</p> <p>When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet.</p> <p>You must remain silent until the conclusion of the test unit.</p> <p>Are there any questions?</p>
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Answer any questions.

*For Unit 1:*

*The Math Unit 1 will have sample questions. Continue reading the directions for the sample questions.*

*For Unit 2:*

*The Math Unit 2 test will not contain sample questions. Skip to page 73 of this manual and continue with the directions.*

*Unit 1 Only: Math sample questions—*

**SAY**

**Open your test booklet to page 3.**

**On this page, you will see directions and some sample questions for the Math Unit 1 test.**

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

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

**SAY**

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

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

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

**SAY**

**The correct answer for Sample A is: [Grades 3-5: "C"; Grade 6: "A"].**

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

Unit 1 Only: Math sample questions (continued)—

**SAY**

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

To answer this type of grid-in response question, you must enter your answer in the grid provided. This is only one type of question you will see. Some questions will require you to give your answer in different ways. When entering responses for grid-in response questions, it is important to consider the following things:

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

Are there any questions?

Answer any questions.

Sample of AASA Math grid-in response box:

-	-	-	-	-	-	-	-
.	.	.	.	.	.	.	.
0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9



*Unit 1 Only: Math sample questions (continued)–*

**SAY**

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

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

**SAY**

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

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

Are there any questions?

*Answer any questions*

*Units 1 and 2:*

**SAY**

*[For Unit 1, say:]*

**Now turn to page 6.**

*[For Unit 2, say:]*

**Now turn to page [Grade 3—page 32, Grade 4—page 30, Grade 5—page 32, Grade 6—page 30].**

**Calculators are NOT permitted on this test unit.**

**You may begin the test.**

*Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test.*

*If a student needs to leave the room for any emergency reason, ensure to collect the test booklet and any scratch paper from the student prior to them leaving the room.*

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

When the test unit ends—Units 1 and 2:

**SAY**

**This concludes the test unit.**

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

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

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

*All test booklets are secure documents and **must** be accounted for at the end of the test unit. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess<sup>next</sup>.*

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

*All test booklets must be returned to the Test Coordinator. All test booklets must be stored in **secure, locked storage** until returned to the Test Coordinator.*

# Special Paper Version (SPV) Tests—Scripted Directions for Math Grades 7—8 (Units 1 and 2)

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

## Additional directions for the Math test:

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


## To begin, the Test Administrator must:

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


Students taking the Special Paper Version tests should record their responses directly on the Special Paper Version test booklet. **All responses must be recorded by an adult into TestNav by the end of the test window to be scored.**

Students may use scratch paper during the Math test. All scratch paper must be collected at the end of the test unit and securely destroyed following your district's directions.

# Math Unit 1: Special Paper Version (SPV) Tests—Scripted Directions for Grades 7—8

 <b>SAY</b>	<p>Today you will be taking Arizona’s Academic Standards Assessment Math Unit 1 test.</p> <p>Do not open your test booklet until I tell you to do so.</p> <p>Any student who has any electronic device, including a cell phone, in their possession during testing will have their test invalidated. If you have a device with you, please put it in your backpack now.</p> <p>If you have a question or need help during the test, raise your hand, and I will come to you.</p> <p>The AASA test is not timed. If you have not completed the test at the conclusion of this test unit, you will be permitted to continue working. However, you must complete the test by the end of the school day.</p> <p>Are there any questions?</p>
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*Answer any questions.*

 <b>SAY</b>	<p>On the front cover of your test booklet, write your name on the line labeled “Student Name.” Complete the lines labeled “Teacher Name,” “School,” and “District” with the information provided to you.</p>
--	---

*Students will use the same test booklet for all Math test units.*

**SAY**

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

Reminder for Math Grades 7-8 Unit 1 only - you may use an approved calculator during this test unit.

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

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

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

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

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

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

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

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

Are there any questions?

*Answer any questions.*

**SAY**

Open your test booklet to page 3.

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

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

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

**SAY**

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

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

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

**SAY**

The correct answer for Sample A is: [Grades 7-8: "A"].

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

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

**SAY**

The correct answer for Sample B is: [Grades 7-8: 6.36 (six decimal point three six)].

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

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

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

Are there any questions?

*Answer any questions.*

*Sample of AASA Math grid-in response box:*

-	-	-	-	-	-	-	-
.	.	.	.	.	.	.	.
/	/	/	/	/	/	/	/
0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

**SAY**

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

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

**SAY**

The correct answer for Sample C is: [Grades 7-8: " $m = 2d$ " or any equivalent equation].

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

Are there any questions?

*Answer any questions.*

**SAY**

Now turn to page 6.

You may begin the test.

*Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test.*

*If a student needs to leave the room for any emergency reason, ensure to collect the test booklet and any scratch paper from the student prior to them leaving the room.*

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



When the test unit ends:

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


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

*All test booklets are secure documents and **must** be accounted for at the end of the test unit. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess<sup>next</sup>.*


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

*All test booklets must be returned to the Test Coordinator. All test booklets must be stored in **secure, locked storage** until returned to the Test Coordinator.*

# Math Unit 2: Special Paper Version (SPV) Tests—Scripted Directions for Grades 7—8

 A speech bubble icon with the word "SAY" inside.	<p>Today you will be taking Arizona’s Academic Standards Assessment Math Unit 2 test.</p> <p>Do not open your test booklet until I tell you to do so.</p> <p>Any student who has any electronic device, including a cell phone, in their possession during testing will have their test invalidated. If you have a device with you, please put it in your backpack now.</p> <p>If you have a question or need help during the test, raise your hand, and I will come to you.</p> <p>The AASA test is not timed. If you have not completed the test at the conclusion of this test unit, you will be permitted to continue working. However, you must complete the test by the end of the school day.</p> <p>Are there any questions?</p>
--	--

*Answer any questions.*

 A speech bubble icon with the word "SAY" inside.	<p>You will use the same test booklet for all Math test units.</p> <p>Please check to see that the test booklet in front of you is the same one you used for the previous AASA testing and has your name on the front cover.</p>
--	--

*Students will use the same test booklet for all Math test units.*

**SAY**

Today's Math Unit 2 test contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.

Calculators are NOT permitted on the Math Unit 2 test.

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

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

You may use scratch paper, but you need to record your answers in the test booklet. When you have finished the Math Unit 2 test, you will see the "Stop" sign. Do not go beyond the "Stop" sign.

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

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

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

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

Are there any questions?

*Answer any questions.*

**SAY**

Open your test booklet to page 34.

This is the first page of the Math Unit 2 test.

Calculators are NOT permitted on this test unit.

You may begin the test.

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

*While students are testing, move around the room to make sure that students are progressing through the test.*

*If a student needs to leave the room for any emergency reason, ensure to collect the test booklet and any scratch paper from the student prior to them leaving the room.*

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

*When the test unit ends:*

<div data-bbox="167 546 311 651"><b>SAY</b></div>	<p><b>This concludes the test unit.</b></p> <p><b>If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.</b></p>
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*Most students should have had enough time to finish the test during the allotted time. At the end of the unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.*

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

*All test booklets are secure documents and **must** be accounted for at the end of the test unit. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess<sup>next</sup>.*

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

*All test booklets must be returned to the Test Coordinator. All test booklets must be stored in **secure, locked storage** until returned to the Test Coordinator.*

# Special Paper Version (SPV) Tests (Large Print and Regular-Sized Print)—Preparing to Enter Responses into TestNav

Districts may review students in PearsonAccess<sup>next</sup> after the initial student upload. The Student Registration Information file does not include information regarding IEP/504 Plan requirements or accommodations. Preparing a session in PearsonAccess<sup>next</sup> is the action that links the students in the session with their assigned form in TestNav.

All students that need a Special Paper Version test must be assigned a Special Paper Version test accommodation in PearsonAccess<sup>next</sup>. All students that have an approved Special Paper Version accommodation will be registered by ADE in a Special Paper Version test session. For any questions regarding the Special Paper Version test, contact the District Test Coordinator.

## Starting a Session and Unlocking Student Tests in PearsonAccess<sup>next</sup>

Once all students have been assigned to a Special Paper Version test session in PearsonAccess<sup>next</sup>, the Test Coordinator or Test Administrator may begin preparing for testing. Prior to the test day, the test session resources must be accessed from PearsonAccess<sup>next</sup>.

For Special Paper Version testing, a test session should be started and unlocked in PearsonAccess<sup>next</sup> once the Test Administrator is ready to enter the student's responses into TestNav. This must be done prior to signing into TestNav with the student's credentials supplied in the secure testing ticket. In the case of the ELA Oral Reading Fluency (ORF) test, for Computer-Based Testing schools, third grade students taking the Special Paper Version test will complete their ELA Oral Reading Fluency test online in TestNav. **Note:** Students will not need their SPV paper test booklets when completing the ORF online test recording in TestNav.

Refer to the *PearsonAccess<sup>next</sup> User's Guide* for detailed instructions on how to start and unlock a test session.

## Secure Testing Tickets

Secure testing tickets are an available resource in PearsonAccess<sup>next</sup>. Secure testing tickets contain the students' information that is required for the Test Administrator to log into TestNav as the student.

### Sample Secure Testing Ticket

<b>STUDENT TESTING TICKET</b>	
<b>Student:</b>	<b>Lastname1, Firstname1</b>
<b>SSID:</b>	<b>999999999999</b>
<b>Session:</b>	<b>AASA Grade 03</b>
<b>Date of Birth:</b>	<b>10/01/2012</b>
<b>Test:</b>	<b>AASA Grade 03</b>
Select <b>Arizona</b> in the application.	
<b>Username:</b>	<b>LGN41660365</b>
<b>Password:</b>	<b>DLY4GAH</b>

# Signing Into TestNav

When it is time to enter the student responses, the Test Administrator will sign into TestNav as the student, using the information provided on the testing ticket. The **Arizona Sign In** screen should be visible. The Test Administrator should have the testing ticket from PearsonAccess<sup>next</sup> ready to sign into the AASA test as the student.

TestNav Arizona Sign In Screen

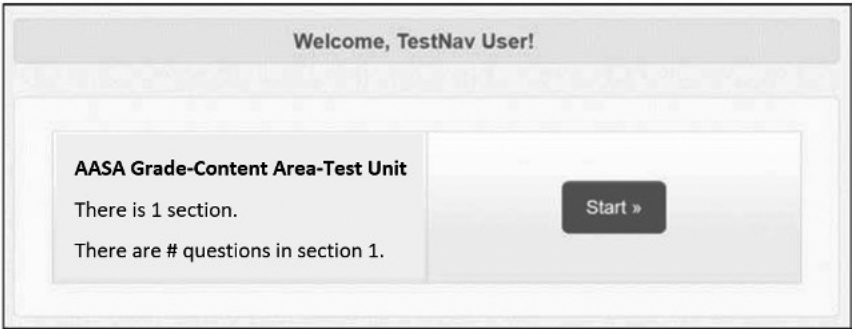


On the **Sign In** screen, the Test Administrator will enter the student’s Username and Password as provided on the **Testing Ticket**, then will click the **Sign In** button.

Once signed in, make sure the student’s name appears in the top right corner of the screen.

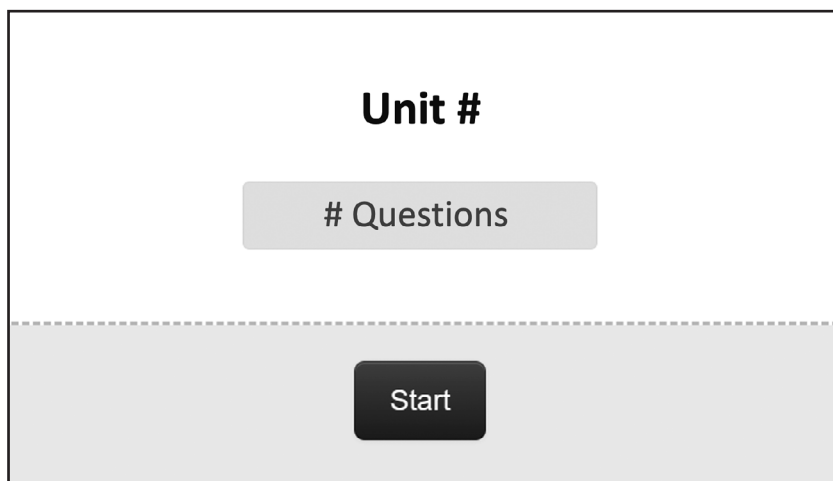
**Note:** If any student information is incorrect, you must not proceed. Contact the Test Coordinator. The Test Administrator will see the **TestNav User Welcome Screen**.

TestNav Welcome Screen

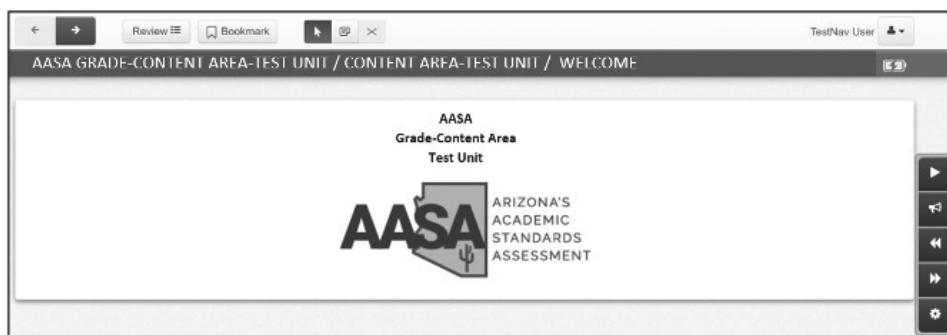


Click the **Start** button.

Now the Test Administrator will see the following screen. This screen will be specific to the *Content Area* and *Test Unit* administered to the student. Click the **Start** button to continue.



The next screen will be the Welcome page. This screen will be specific to the *Grade*, *Content Area*, and *Test Unit* administered to the student. At the header bar, the Test Administrator will see the different buttons available to use throughout the test.



The first three questions will relate to information about the Test Administration and key entry. The Test Administrator will first respond to these questions and then proceed to entering the student responses from the test booklet into the online test in TestNav.

**When transcribing responses into TestNav, it is important to note the following:**


- The student's Special Paper Version (SPV) test booklets, before the beginning of the ELA Reading Unit 1 test and Math Unit 1 test, will contain sample questions. These sample questions will not be present on the online test in TestNav.
- The item number sequencing on the Special Paper Version form differs from the online test. When key entering student responses into TestNav for Unit 2, the items in the test booklet will have continuous numbering from Unit 1, but in TestNav, the item numbering will restart at 1. Please take care to ensure the student responses are being entered into the correct item for scoring.

# Entering Student Responses into TestNav

The student responses from their Special Paper Version test booklet must be entered into TestNav by typing the student responses into the designated space provided in TestNav.

Once the student responses have been entered, the Test Administrator will see the **End of Unit** screen for the corresponding *Content Area* and *Test Unit* administered to the student. This screen shows the test unit has been completed, as well as the number of unanswered questions, questions answered, and bookmarked questions. At the bottom of the screen, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. The Test Administrator can go back to any unanswered questions by clicking on the question with an orange dot or by using the **Review** button to go back and enter the student's responses. After the Test Administrator leaves the test unit, they cannot go back to the test unit.

## End of Unit #



### All Questions Answered

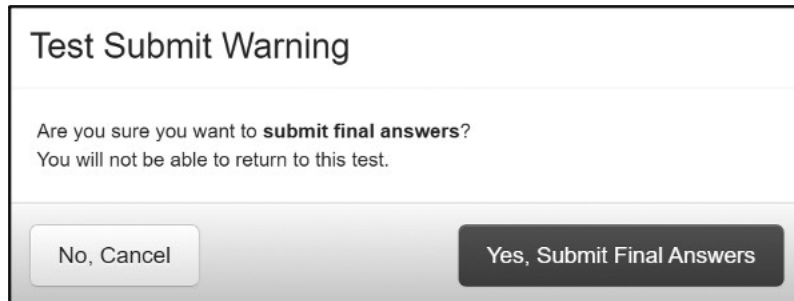
Use the **Review** button above, or the list below, to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

Submit Final Answers

Question 1	Question 2	Question 3
Question 4	Question 5	Question 6
Question 7	Question 8	Question 9
Question 10	Question 11	Question 12
Question 13	Question 14	Question 15
Question 16	Question 17	Question 18
Question 19	Question 20	Question 21
Question 22	Question 23	Question 24



**Note:** Once the Test Administrator clicks the **Submit Final Answers** button, the Test Administrator will see the **Test Submit Warning**. This warning confirms that the Test Administrator is ready to exit the test. The warning also informs the Test Administrator that they cannot return to the test after clicking the **Yes, Submit Final Answers** button. To submit the final response, click on the **Yes, Submit Final Answers** button.

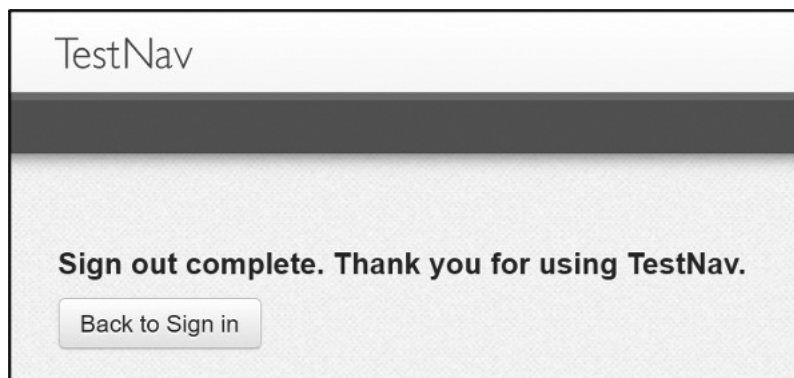
A dialog box titled "Test Submit Warning". The text inside asks, "Are you sure you want to submit final answers?" and "You will not be able to return to this test." At the bottom, there are two buttons: "No, Cancel" on the left and "Yes, Submit Final Answers" on the right.

Test Submit Warning

Are you sure you want to **submit final answers**?  
You will not be able to return to this test.

No, Cancel Yes, Submit Final Answers

When the Test Administrator clicks **Yes, Submit Final Answers**, TestNav logs them out and displays the **Sign Out Complete** page.

A page titled "TestNav" with a dark header bar. The main content area says "Sign out complete. Thank you for using TestNav." and has a button labeled "Back to Sign in".

TestNav

Sign out complete. Thank you for using TestNav.

Back to Sign in

## After Testing

Special Paper Version tests must be returned to the District Test Coordinator.

*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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