Spring 2023

Test Administration Directions

Paper–Based Test (PBT), ASL Testing, and Special Paper Version: Large Print

Grades 3–8 ELA and Math

AASA

ARIZONA'S
ACADEMIC
STANDARDS
ASSESSMENT

ARIZONA DEPARTMENT OF EDUCATION

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—Paper-Based Testing (PBT):

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 completed.
- Do not allow students to test on more than one test unit at a time.

If a student requires accommodations:

- Verify accommodations each student will be using and how to administer them properly.
- Verify testing accommodations provided for one student does not impede or impact other students in the testing room.
- Record both provision and observed use of testing accommodations by the student on the back of their test booklet.
- Testing accommodations for Special Paper Version (SPV) tests will be contained in PearsonAccess^{next}. For more information, refer to the *PearsonAccess^{next} User's Guide.*

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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 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 Paper-Based Test (PBT), 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 Computer-Based Testing (CBT) will be covered in a separate document: *Spring 2023 AASA Test Administration Directions for Computer-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 Form*, 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 Paper-Based Testing (PBT) 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 test materials access to the appropriate students only
- ❑ 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 (Large Print) 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^next

Each 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 have an appropriate user role in the PearsonAccess^next system provided by the Test Coordinator.

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.

For Paper-Based Testing schools, students taking the same test within the same school must 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 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 but must be completed by April 12, 2023.

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

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

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

General Testing Notes:

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

- PBT schools will administer the ORF test unit one-on-one with students using a landline speaker telephone with a keypad.
- All Grade 3 students taking an SPV test will be administered the ORF test online in TestNav.

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:

- Capture images of any part of the test booklet via any electronic device

- Duplicate, in any way, any part of the test booklet

- Examine, read, review, disclose, or allow to be disclosed, the content of the test booklets before, during, or after test administration

- Allow students access to test booklets or other test materials 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 testing

- 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

- Erase any stray marks in the test booklet

- Read or review students' scratch paper and other secure materials

- Fail to return all test booklets

- 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.**

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.**

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.

For schools administering the paper-based test, students may raise their hand and request that the Test Administrator or Proctor read information from the Writing or Math test. This must be done on an **individual** basis. Reading aloud to more than one student at a time can be distracting to other students and may disadvantage students who only require a word or phrase read aloud. Only read what the student requests. This can be a word, phrase, sentence, item, or passage for a student. If a student has an accommodation for Read Aloud for instruction and assessment in their IEP or 504 plan, this must be offered during paper-based testing.

Please remember that the ELA Reading test passages and items may **not** be read to students. For the Reading test, Test Administrators or Proctors may only read the scripted directions in this manual and directions included in the Reading unit.

Test Accommodations

For **Paper-Based Testing (PBT)** schools, the Test Administrator must complete the accommodations information on the back of the AASA test booklets for all students receiving accommodations during testing.

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^next, 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 students administered the Special Paper Version tests, 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 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^next 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*
- "Testing—Do Not Disturb" signs
- Roster of eligible students to be tested
- Supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks

Additional Guidance for Paper-Based Testing (PBT) Schools

- AASA has no answer documents. Students at PBT schools will receive a scorable AASA test booklet and a Pre-ID label for each applicable AASA test. Pre-ID labels should be applied to test booklets before distributing the test booklets to students. If any student is missing a Pre-ID label or the Pre-ID label is incorrect, then the student's demographic information must be bubbled in on the test booklet before distributing the test booklet to the student. Additional and new Pre-ID labels are NOT available, and you may not create your own Pre-ID labels.

- PBT schools must provide commercially published paper dictionaries and commercially published paper thesauruses for use on the ELA Writing test unit only. Several copies of each of these items must be available in each testing room. Dictionaries and thesauruses are not allowed for the ELA Reading test units.

- PBT schools must provide an appropriate scientific calculator for every student participating in the AASA Math Grades 7-8 Unit 1. No laptop, tablet, or phone-based calculators may be used during the AASA. Students are not allowed to share calculators during a test unit. Refer to the AASA Calculator Policy, provided in this document, for more details.

- No other resources may be provided to students for PBT testing.

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	**No calculators permitted on AASA.**
Math Grades 7–8	Scientific calculators are permitted on AASA Math Unit 1 only. No calculators are permitted on AASA Math Unit 2. **Scientific calculator should include these functions: standard four functions (addition, subtraction, multiplication, and division), decimal, change sign (+/-), parentheses, square root, and π. They may NOT include: any problem solving or programming capabilities, place values, and inequalities.** *Sample acceptable calculator: TI-30X IIS or similar.*

Additional Calculator Guidance

Only the types of calculators listed in the table are permitted. No laptop, tablet, or phone-based calculators may be used during the AASA.

Students are not allowed to share calculators during testing.

Preparing for Paper-Based Testing (PBT)

Test Administrators should ensure the following:

- They check out test materials from the Test Coordinator at the beginning of each day of testing, including:
    - AASA test booklets
    - Student Pre-ID labels
    - Dictionaries, thesauruses, or calculators for appropriate test being administered

- Student Pre-ID labels are to be affixed to test booklets before testing. If Pre-ID labels were not affixed to test booklets before being provided to the Test Administrator, the Test Administrator must affix the student Pre-ID label to the test booklets before passing out the test booklets to students.
    - Pre-ID labels should only be used if the provided information on the label is current and correct.
    - Do not make any changes to the information on the Pre-ID label.
    - Do not mark the Pre-ID label in any way.
    - If the Pre-ID label is correct, do not complete the demographic information on the back of the test booklet.
    - If information on the Pre-ID label is incorrect, do not use the Pre-ID label. The student demographic information on the back cover of the test booklet must be completed.

For Special Paper Version (SPV) tests, the student demographic information will be captured in PearsonAccess^next. The Pre-ID labels should not be affixed to the SPV test booklets.

How to complete the Student Demographic Page (Back cover of the test booklet)

Student Pre-ID labels were shipped as part of the Spring 2023 AASA test materials to Paper-Based Testing schools. Student Pre-ID labels should only be used if the provided information on the label is current and correct. Pre-ID labels should not be used on Special Paper Version (SPV) Large Print test booklets. Student demographic information for students taking the Special Paper Version tests will be recorded electronically in PearsonAccess[next].

- If the Pre-ID label is correct, do not complete the demographic data information on the back of the test booklet except for the Accessibility Tools box (accessibility tools used by the student while testing), if necessary.

- If information on the Pre-ID label is incorrect, do not use the label. The student demographic information on the back cover of the test booklet must be completed.

Additional and new Pre-ID labels are NOT available, and you may not create your own Pre-ID labels. Students who do not have a Pre-ID label must have their student demographic information bubbled in on the paper test booklet. For Special Paper Version (SPV) tests, the student demographic information will be captured in PearsonAccess[next].

If it is necessary to fill in the student demographic information on the back page of the test booklet, this page is to be filled in by the school or district personnel. Follow these instructions for completing the student's demographic information on this page:

A. Last Name, First Name, and Middle Initial –

Using the student's name as it appears in AzEDS, print the student's last name in the row of boxes under the section for "Last Name." Print only one letter in each box, beginning in the first box on the left. If there are not enough boxes for all of the letters in the student's last name, leave off the letters at the end. If there are any blank boxes, fill in the empty bubbles at the top of the column.

Using the student's name as it appears in AzEDS, print the student's first name in the row of boxes under the section for "First Name." Print only one letter in each box, beginning in the first box on the left. If there are not enough boxes for all of the letters in the student's first name, leave off the letters at the end. If there are any blank boxes, fill in the empty bubbles at the top of the column.

Using the student's name as it appears in AzEDS, print the first letter of the student's middle name in the box under the section for "M." Fill in the appropriate bubble for the letter in the column. Leave the box blank if the student does not have a middle name. If the box is left blank, fill in the empty bubble at the top of the column.

B. SSID Number –

When filling in the SSID number on the back page of the student's test booklet, the SSID must be 11 digits long. Add leading zeros to the student's SSID number. Example: 00012345678

C. **Birth Date –**

In the section that says, "Birth Date," fill in the bubbles for the Month, the Day, and the Year for the student's date of birth. For example, if the student was born August 13, 2013, fill in the bubble for the month of August designated by "AUG" in the "Month" column, the bubbles for 1 and 3 in the "Day" columns, and the bubbles for 1 and 3 in the "Year" columns.

D. **Gender –**

In the section that says "Gender," fill in the bubble that corresponds to the student's gender.

E. **Ethnicity/Race –**

In the section that says "Ethnicity/Race," fill in the "Yes" or "No" bubble for "Hispanic or Latino," then fill in the bubble(s) that corresponds to the student's race. More than one bubble may be filled.

F. **Accommodations –**

Universal tools for accessibility are available for all students who take the AASA. These tools are test accommodations and are available for students with disabilities. These accommodations are available for students with an Individualized Education Program (IEP) or 504 Plan as determined by the Americans with Disabilities Act (ADA). Test administration must adhere to a student's need for specific testing conditions or accommodations. In this section, for students that require testing accommodations, fill in one or more bubbles as applicable – *Adult Transcription, Assistive Technology, Read Aloud Test Content, Sign Test Content,* and *Simplified Directions.* If testing accommodations do not apply to the student, this box should be left blank.

G. **Other Information –**

Leave this box blank unless special instructions are provided by the Achievement District Test Coordinator.

H. **For Pearson Use Only –**

Leave this box blank. This box is for Pearson internal use only.

Student Demographic Sheet (Back page of the test booklet)

This page is to be filled in by school or district personnel. Instructions for completing this page are included in the *Test Administration Directions.*

AZ00003767

F Accommodations
- Adult Transcription
- Assistive Technology
- Read Aloud Test Content
- Sign Test Content
- Simplified Directions

G Other Information
A B C D E F G H I J

H For Pearson Use Only
U V W Y Z

A Last Name / First Name / M

B SSID Number

C Birth Date

Month
- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC

Day   Year

D Gender
- Male
- Female

E Ethnicity/Race

Hispanic or Latino   Yes   No
- White
- Black or African American
- Asian
- American Indian or Alaskan Native
- Native Hawaiian or other Pacific Islander

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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.

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

Monitoring Testing

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.

Breaks During Testing

- Individual students are allowed to use the restroom. Students must fill out the classroom sign in/out log for restroom breaks when leaving and returning to the room.
  - For Paper-Based Testing (PBT) – Students must close his or her test booklet and return it to the Test Administrator prior to leaving the room.

- 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.

Test Administration Precautions

- Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets.

- Do not allow students to use correction fluid in their scorable test booklets.

- Do not allow students to make any marks near the timing marks on the edges of the scorable test booklets.

- Do not allow students to use extra paper or ink to write their response to the ELA Writing test unit. Only responses written in pencil on the pages designated "FINAL COPY" will be scored.

- Do not use "sticky" notes, paperclips, tape, staples, or glue on the scorable test booklets.

- Do not insert loose papers into the scorable test booklets.

- Do not photocopy the test booklets.

- Do not disassemble or pull pages from the test booklets.

- Do not erase any stray marks or duplicate any student-created response from a student test booklet.

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 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.

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 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.

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.

Ending Testing

When a student has finished testing, Test Administrators should collect the student's test booklet and any scratch paper. Confirm that the student's handwritten name is on the test booklet cover and matches the name on the student Pre-ID label.

Once a student has submitted their test and returned any scratch paper, they may read novels silently while waiting for the scheduled test unit to end. Students may not use the computer, access content, or have access to their cell phones or other electronic devices until the end of the test unit.

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. All test booklets will be returned for scoring as completed by the student.

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

Marking Test Accommodations

For students who received testing accommodations, the Test Administrator who witnessed the use of the testing accommodation(s) or who provided the testing accommodation(s) must mark the accommodation used on the back of the student's test booklet. Mark the appropriate bubble(s) using a No. 2 pencil for every accommodation the student used.

Special Paper Version (SPV) Large Print Tests—Preparing to Enter Responses into TestNav

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

Districts may review students in PearsonAccess[next] 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[next] 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[next]. All students that have an approved Special Paper Version accommodation will be registered by ADE in a Special Paper Version test session. Any questions regarding the Special Paper Version test accommodation should be referred to the Test Coordinator.

Returning Test Materials to the Test Coordinator

All test booklets are to be returned to the Test Coordinator at the end of the testing day. Test Administrators should arrange the test booklets facing up. Paperclips or rubber bands must not be used to bind these materials as this may damage their edges.

All scratch paper is to be securely destroyed based on district/charter guidance.

Paper-Based Testing (PBT) and Special Paper Version (SPV) Large Print Tests—Scripted Directions for ELA Writing Unit Grades 3—8

Prior to beginning a test unit, 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.

For Paper-Based Testing (PBT), student Pre-ID labels must be affixed to test booklets **before** testing. If any student expected to test on the AASA test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the back page of the test booklet **before** testing. For Special Paper Version (SPV) tests, student demographic information will be captured in PearsonAccess[next]. The Pre-ID labels should not be affixed to the SPV test booklets.

Materials required to administer Paper-Based Testing (PBT) and Special Paper Version (SPV) Large Print tests:

- Electronic or paper copy of the *AASA Paper-Based Testing (PBT) Test Administration Directions*
- A "Testing—Do Not Disturb" sign
- Roster of AASA eligible students to be tested
- Test booklet 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
- Commercially published paper dictionaries and commercially published paper thesauruses (for ELA Writing)

The use of scratch paper is allowed for the AASA test. However, all student responses for Paper-Based Testing (PBT) schools must be written in the scorable test booklet to be scored. For Special Paper Version (SPV) Large Print tests, students can record their responses by marking directly in their Special Paper Version test booklets. **All student responses for SPV tests must be recorded by an adult into TestNav by the end of the test window 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 ELA Writing test is administered in one test unit.

For Paper-Based Testing (PBT), do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.

| SAY | Today you will be taking Arizona's Academic Standards Assessment ELA Writing test.

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

Talking during the test is not allowed, and you may not discuss the questions or your answers after the 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 any electronic 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 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.

Are there any questions? |
|---|---|

Answer any questions.

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

[For Paper-Based Testing only, say:]
On the front cover of your test booklet, you will see a label with your legal name, school, SSID, and birth date. Please review this information and raise your hand if any part of the label is incorrect or if the label is missing. |
|---|---|

For Paper-Based Testing only:
If any student expected to test on the AASA test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the paper test booklet before testing. Students should not be permitted to test until this is completed.

For Special Paper Version (SPV) tests:
The student demographic information will be captured in PearsonAccessnext. The Pre-ID labels should not be affixed to the SPV test booklets.

SAY	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 write 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. Write your response in the space provided.** **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. Remember that your response must address the writing prompt and reading sources.** *[For Paper-Based Testing only, say:]* **Before you test, please remember the following:** • **Use a No. 2 pencil for your writing response.** • **Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklets. You can use your No. 2 pencil for any annotations or underlining.** • **Only what is written on the pages marked "Final Copy" will be scored.** • **Write only on the lines provided.** • **Do not write in the margins.** **Are there any questions?**

Answer any questions.

SAY	When you finish the test unit, 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 work for this test unit only. You may not go to any other part of this test booklet at any time.
	Be sure to reread your response and make any necessary edits.
	When you are satisfied with your final response, 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 4.
	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.
	You may now read the prompt and 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.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. 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.

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 scorable test booklets will be returned for scoring as completed by the student. All Special Paper Version test responses will be entered into TestNav exactly as completed by the student.

As each student finishes the test, collect the student's 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.

Most students should have had enough time to finish the test during the allotted time. At the end of the test, 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.

When the test unit ends:

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.**

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. All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in a **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess[next].*

For AASA Special Paper Version (SPV) Large Print test only:
*After each student has completed the AASA Special Paper Version (SPV) Large Print test, their responses must be entered into TestNav. All student responses must be entered into TestNav prior to the materials being returned to Pearson. **Student responses not entered into TestNav by the end of the test window will not be scored.***

Paper-Based Testing (PBT) and Special Paper Version (SPV) Large Print Tests—Scripted Directions for ELA Reading Grades 3—8 (Units 1 and 2)

Prior to beginning a test unit, 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 will use the same test booklet for all ELA test units. This information will only need to be completed once for all ELA test units.

For Paper-Based Testing (PBT), student Pre-ID labels must be affixed to test booklets **before** testing. If any student expected to test on the AASA test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the paper test booklet **before** testing. For Special Paper Version (SPV) tests, student demographic information will be captured in PearsonAccess[next]. The Pre-ID labels should not be affixed to the SPV test booklets.

Materials required to administer Paper-Based Testing (PBT) and Special Paper Version (SPV) Large Print tests:

• Electronic or paper copy of the *AASA Paper-Based Testing (PBT) Test Administration Directions*

• A "Testing—Do Not Disturb" sign

• Roster of AASA eligible students to be tested

• Test booklet 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

The use of scratch paper is allowed for the AASA test. However, all student responses for Paper-Based Testing (PBT) schools must be written in the scorable test booklet to be scored. For Special Paper Version (SPV) Large Print tests, students can record their responses by marking directly in their Special Paper Version test booklets. **All student responses for SPV tests must be recorded by an adult into TestNav by the end of the test window 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 ELA Reading test is administered in two test units—Units 1 and 2.

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 passages or test items aloud to students. Only Reading directions may be read aloud to students.

For Paper-Based Testing (PBT), do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.

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.

Talking during the test is not allowed, and you may not discuss the questions or your answers after the 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 any electronic 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 unit 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.

> *[For Paper-Based Testing only, say:]*
> On the front cover of your test booklet, you will see a label with your legal name, school, SSID, and birth date. Please review this information and raise your hand if any part of the label is incorrect or if the label is missing.

For Paper-Based Testing only:
If any student expected to test on the AASA is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the paper test booklet **before** *testing. Students should not be permitted to test until this is completed.*

For Special Paper Version (SPV) tests:
The student demographic information will be captured in PearsonAccess^next^. The Pre-ID labels should not be affixed to the SPV test booklets.

SAY	**Please check 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 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.**

[For Paper-Based Testing only, say:]

Before you test, please remember the following:

- **Use a No. 2 pencil for your answers.**
- **You may write in your test booklet, but do not write or mark near the designated area where you will fill in your answers.**
- **Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklet. You can use your No. 2 pencil for any annotations or underlining.**
- **Do not write in the margins.**
- **If you want to change an answer, completely erase the mark you made before making a new mark.**

Are there any questions?

Answer any questions.

| SAY | 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 work for this test unit only. You may not go to any other part of this test booklet at any time.

After you have completed the test, please check the following:

- For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.
- All other bubbles are empty, and all stray marks have been erased.

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 test will have sample questions. For the Special Paper Version (SPV) test, the student will need to read and answer these sample questions in their test booklet. These sample questions will not be present online in TestNav. Continue with the directions for the sample questions.

For Unit 2:
The ELA Reading Unit 2 test will not contain sample questions. Skip to page 28 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 test 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:

SAY	*[For Unit 1, say:]* **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].** *[For Unit 2, say:]* **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].** **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.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. 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.

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 scorable test booklets will be returned for scoring as completed by the student All Special Paper Version test responses will be entered into TestNav exactly as completed by the student.

As each student finishes the test, collect the student's 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.

Most students should have had enough time to finish the test during the allotted time. At the end of the test, 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.

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.**

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. All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in a **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess[next].*

For AASA Special Paper Version (SPV) Large Print test only:
*After each student has completed the AASA Special Paper Version (SPV) Large Print test, their responses must be entered into TestNav. All student responses must be entered into TestNav prior to the materials being returned to Pearson. **Student responses not entered into TestNav by the end of the test window will not be scored.***

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.
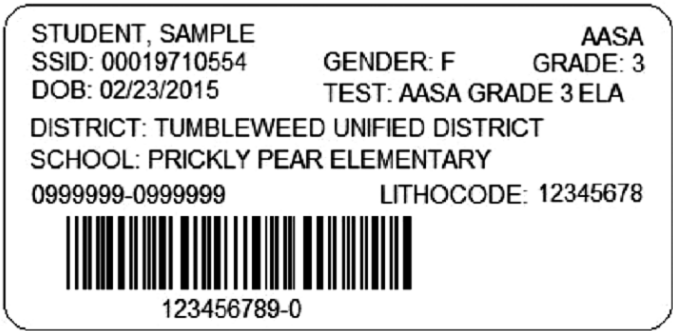
Paper-Based Testing (PBT)—Scripted Directions for ELA Grade 3 Oral Reading Fluency (ORF): Telephone Test Recording

This section provides instructions for Paper-Based Testing (PBT) schools to have their students complete the ELA Oral Reading Fluency (ORF) test using a telephone to record the student's oral reading of the passages.

Note: Any third grade student taking a Special Paper Version (SPV) Large Print test will complete the ELA ORF test online in TestNav. Students testing using the American Sign Language (ASL) online test accommodation should not be administered the ELA Oral Reading Fluency (ORF) test unit.

A unique student test Lithocode will be required. The unique student Lithocode number will be provided on the student's ELA Pre-ID label and can also be located in PearsonAccess^next. Please see the *PearsonAccess^next User's Guide* posted in PearsonAccess^next for additional information.

Sample of Grade 3 ELA Student Pre-ID Label with Lithocode


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

        |||| ||| |||| || |||| ||| ||||
               123456789-0
```

Students will use the same test booklet for all ELA test units. Ensure that students use the same ELA test booklet they used for the previous AASA testing and that the test booklet has their name on the front cover.

For Paper-Based Testing (PBT), student ELA Pre-ID labels must be affixed to test booklets **before** testing. If any student expected to test on the AASA test is missing a Pre-ID label or has an incorrect student ELA Pre-ID label, the student must have their student demographic information bubbled in on the back page of the test booklet **before** testing.

Materials required to administer the ELA Oral Reading Fluency (ORF)—Telephone Test Recording:

- Electronic or paper copy of the *AASA Paper-Based Testing (PBT) Test Administration Directions*

- Student's ELA paper test booklet

- Student Pre-ID label for ELA Oral Reading Fluency (ORF) test

    Note: The unique student Lithocode from this student ELA Pre-ID label will be required for the telephone audio recording of the student's oral reading. If student does not have a Pre-ID label, the student Lithocode can be located in PearsonAccess^next. Please see the *PearsonAccess^next User's Guide* for additional information.

- A "Testing—Do Not Disturb" sign

- Roster of AASA eligible students to be tested

- Landline, speaker telephone with a keypad

    Note: The telephone test is to be administered in a one-on-one setting.

The ELA Oral Reading Fluency (ORF) test is administered in one test unit for **third grade students only.**

Before the test administration, check the connections of the telephone and its speaker to ensure that they are working properly. Adjust the speaker telephone volume if necessary. Place the phone on a desk or table near the student.

A quiet room is essential for the test to work properly. There should be no background noise or speech. Minimize outdoor noise and activities while the test is in progress. Loudspeaker announcements or other intrusive noise could result in the audio recording being unscorable.

Make sure that the student is comfortable and sitting close to the phone so that the audio can be captured properly. Students are not allowed to touch or move the phone while the test is in progress. Students should not make noise, such as tapping on the desk, kicking the desk, or rubbing their clothes. Students should not move around when taking the test. If students engage in noisy or inappropriate activities during the test, Test Administrators should use silent gestures to stop the undesirable behavior.

If the phone call is disrupted during the test (due to a bad connection, fire alarm, loudspeaker announcements, emergency, or other factors), hang up the phone. A new Oral Reading Fluency test Lithocode will need to be acquired and used to retake the test unit if the student has gone beyond the three student information questions found before the beginning of the test unit. Please contact Pearson Customer Support at 888-705-9421, option 3, to request a new Lithocode.

The ELA ORF test is administered in one test unit for **third grade students only**. The telephone test must be administered in a one-on-one setting.

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

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

SAY	**Today, you will be taking Arizona's Academic Standards Assessment ELA Oral Reading Fluency (ORF) test.** **If you have any electronic device with you, please put it in your backpack now.** **Are there any questions?**

Answer any questions.

SAY	**We will begin the Oral Reading Fluency (ORF) test unit where you will speak into the telephone.** **The telephone system will ask you:** • **What is your first name and last name?** • **What is your teacher's name?** • **How old are you?** **Are there any questions?**

Answer any questions.

| SAY | Before starting to read each passage, remember to wait for the beep and then begin reading the passage out loud from the first word. 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.

Open your test booklet to page 79.

On this page, you will see the first reading passage of the ELA Oral Reading Fluency (ORF) test. As you finish reading a passage, you will see the text "Go On" at the bottom of the page. When you see these words, make sure to turn the page. After the last reading passage, you will see the "Stop" sign. Do not go beyond the "Stop" sign.

You will hear a beep at the end of each set of directions.

Remember, I can answer your questions now. After the telephone activity starts, I cannot answer any questions.

Are there any questions? |
|---|---|

Answer any questions.

| SAY | When the telephone system has completed recording your oral reading for all passages, you will hear the message "Now the reading fluency test is over. Please ask your teacher to hang up the phone." When you hear this message, I will hang up the phone.

Now we are going to start the test. Do the best you can. |
|---|---|

Once the test unit is successfully initiated, the examiner's voice will tell the student what to do in each part. The Test Administrator should not talk during the test. If the student asks for an explanation, use gestures to indicate that you cannot talk. Make sure the student is on the correct page during the test. If the student is having difficulty, help them turn the pages in their test booklet as needed.

Turn on the speaker telephone; dial 1-888-222-4852.

The system will prompt you to enter the student's Lithocode from the student's ELA Pre-ID label found on the front cover of the student's test booklet. You will need to enter it on the telephone keypad. The student's Lithocode is used to match the student's oral reading responses with the rest of their AASA responses. Use care when entering the student's Lithocode.

The system will prompt you to re-enter the student's Lithocode to confirm the code was entered correctly. If there was an error in entering the student's Lithocode, the system will prompt you to re-enter the student's Lithocode and confirm the code once more. Once the student's Lithocode is correctly entered twice, the system will prompt you to confirm the test unit using the telephone keypad. Once complete, the test unit will start. The student will follow the instructions of an examiner's voice.

At the start of the Oral Reading Fluency (ORF) test unit, the student will be asked three qualifying questions. These questions will determine if the student's voice is loud enough to be captured for accurate scoring.

For those students who do not respond or whose voices are not loud enough, the system will prompt the Test Administrator (you) to hang up and re-dial. Initiate a second attempt. **If the student still does not respond or speaks too softly, the Test Administrator (you) must hang up, re-dial, and provide the answers to the first three qualifying questions for the student—**

- *"What's your first name and last name?"*
  (State the student's first and last name.)

- *"What's your teacher's name?"*
  (State the teacher's name.)

- *"How old are you?"*

  "This is (Test Administrator's name) answering for (student's name) who is (student's age)."

After your verbal response to the three qualifying questions, do not provide any more answers.

The following scripted words will be relayed to the student by the Telephone system to help guide them through the test:

Passage 1: *Now, look at number 1. You are going to read a passage out loud for one minute. You might not finish reading the whole passage - that is OK. If you have difficulty with a word, do your best and then move on. Or you can skip the word. Begin reading the passage out loud from the first word when you hear the beep.*

Passage 2: *Now, look at number 2. You are going to read another passage out loud for one minute. Remember, you might not finish reading the whole passage - that is OK. If you have difficulty with a word, do your best and then move on. Or you can skip the word. Begin reading the passage out loud from the first word when you hear the beep.*

Passage 3: *Now, look at number 3. You are going to read another passage out loud for one minute. Remember, you might not finish reading the whole passage - that is OK. If you have difficulty with a word, do your best and then move on. Or you can skip the word. Begin reading the passage out loud from the first word when you hear the beep.*

Once the test is over (After Passage 3): *Now the reading fluency test is over. Please ask your teacher to hang up the phone.*

At the end of the test, the examiner's voice will instruct the Test Administrator to hang up the phone. Do not hang up the phone until you hear the message, **"Now the reading fluency test is over. Please ask your teacher to hang up the phone."** If you hang up the phone before the message is heard, the test will not be scored. The Test Administrator should hang up the phone, and the test is over.

As the student finishes the test, collect the student's test booklet. Do not allow the student to access content material or use electronic devices, including cell phones, until after the test unit has been completed and all materials have been collected.

When the test unit ends:

SAY	**This concludes the test unit.**
	Please close your test booklet at this time.

*The test booklet should be returned immediately to the Test Coordinator. If this is not possible, store the test booklet in a **secure, locked storage** until it is returned to the Test Coordinator. The test booklet must be returned to the Test Coordinator by the end of the school day.*

Special Paper Version (SPV) Large Print Test—Scripted Directions for ELA Grade 3 Oral Reading Fluency (ORF): Online Test Recording in TestNav

All Grade 3 students taking a Special Paper Version (SPV) Large Print test must complete the Oral Reading Fluency test unit in TestNav. Students testing using the American Sign Language (ASL) online test accommodation should not be administered the ELA Oral Reading Fluency (ORF) test unit.

The ELA Oral Reading Fluency (ORF) test is administered in one test unit for **third grade students only.**

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. Bluetooth devices are prohibited. In addition, the ORF test should be administered in small groups no larger than six students per classroom or computer lab.

Materials required to administer the ELA Oral Reading Fluency (ORF) test online (voice recording in TestNav):

- Electronic or paper copy of the *AASA Paper-Based Testing (PBT) Test Administration Directions* (This document will contain the large print Special Paper Version instructions for Paper-Based Testing (PBT) schools.)
- Device for the Test Administrator
- Device for each student to be tested with the TestNav application installed
- A "Testing—Do Not Disturb" sign
- Roster of ORF eligible students to be tested
- Printed secure testing ticket for each student to be tested
- Headsets with microphones—It is recommended that headsets be unidirectional with noise-cancelling microphones. Bluetooth devices are prohibited.

Note: Students will **not** need their SPV paper testing 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.

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.

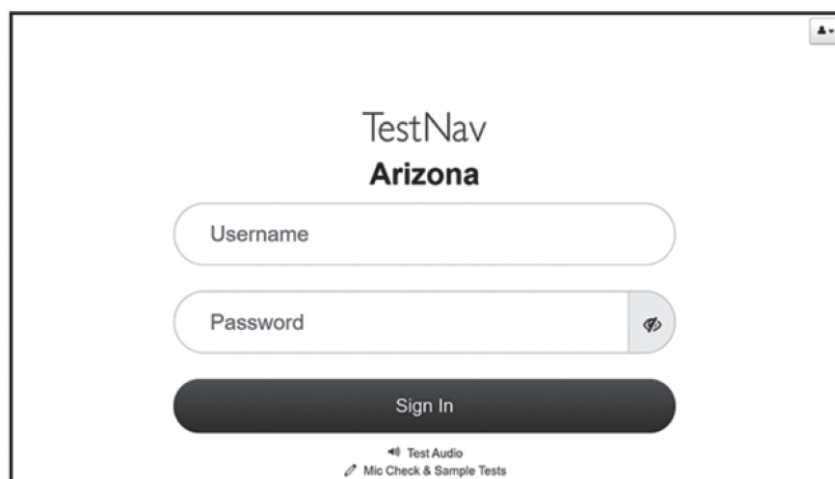| SAY	
	Today, you will be taking Arizona's Academic Standards Assessment ELA Oral Reading Fluency (ORF) test.
	For this test unit, you will read three passages out loud. You will use the computer to record your oral reading of these passages.
	Any student who has any electronic device, including a cell phone, in their possession during testing will have their test invalidated. If you have any electronic 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 on 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.

SAY	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.

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^next. A new testing ticket must be printed for the student.
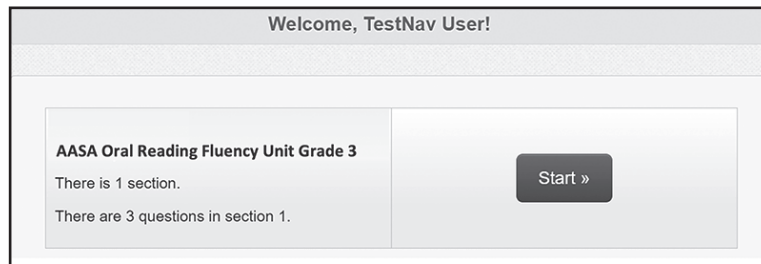
SAY	You will now sign into the test. On the "Sign-In" screen, enter your Username and Password from your testing ticket, then click the "Sign In" button.

Verify that students are signed in.

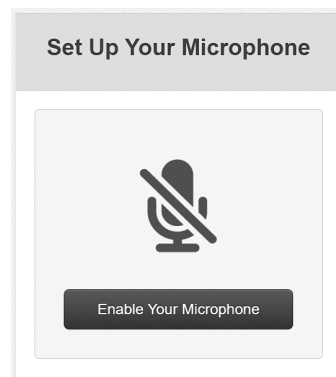| SAY	Now, you will see the "Welcome" screen. Check that your name appears correctly on the top right corner of the screen. Raise your hand if the name is not correct.
	Welcome, TestNav User! **AASA Oral Reading Fluency Unit Grade 3** There is 1 section. There are 3 questions in section 1. Start »

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 on the "Enable Your Microphone" button to proceed to the microphone check screen. **Set Up Your Microphone** Enable Your Microphone 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.

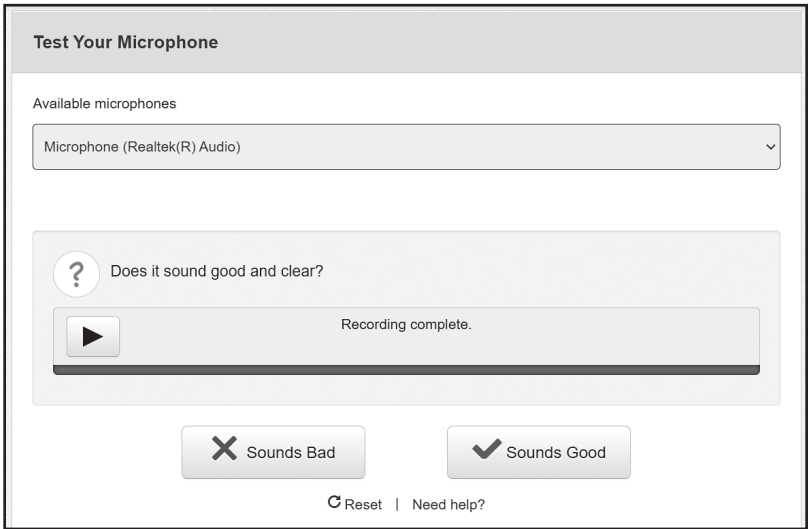|	
SAY	**Next, you will see the "Test Your Microphone" screen and a dropdown menu with a listing of available microphones. Check that the appropriate microphone is selected in the dropdown menu.** **Once you have selected your preferred microphone, click on the "Record" button and follow the instructions on the screen to test your microphone.** Test Your Microphone Available microphones Microphone (Realtek(R) Audio) Microphone (Realtek(R) Audio) Stereo Mix (Realtek(R) Audio) Click the **Record** (●) button below and say "1, 2, 3, 4, 5" in your normal speaking voice. Click the **Stop** (■) button below when you are done. ● ↻ Reset	Need help?

Once all students have checked that the preferred microphone is selected, have 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.

Test Your Microphone

Available microphones

Microphone (Realtek(R) Audio)

? Does it sound good and clear?

▶ Recording complete.

✗ Sounds Bad   ✔ Sounds Good

↻ Reset | Need help?

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 in to 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.

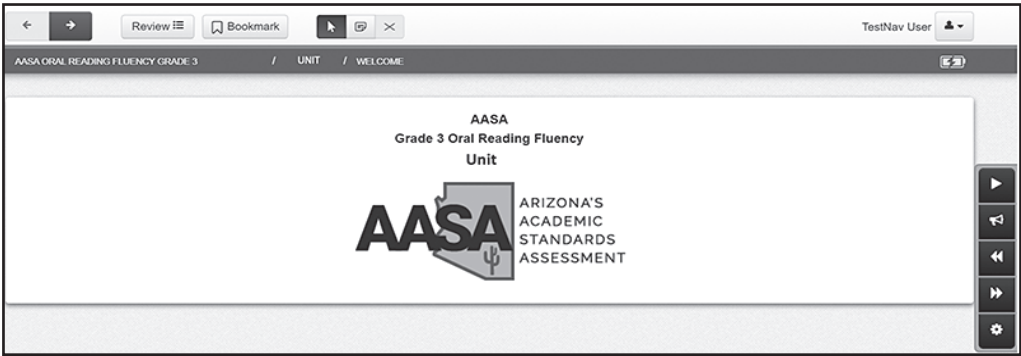|	
SAY	**Once you click on the "Sounds Good" button, you will see the Oral Reading screen.** **Click the "Start" button to continue.** **Unit #** # Questions Start

The students should now 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.

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 below at the end of the test unit. The student must click on the "Submit Final Answers" button on this screen.

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 testing tickets from the students. All testing tickets should be treated as secure documents and must be accounted for at the end of each test unit and kept in a **secure, locked storage.**

For the AASA Special Paper Version (SPV) Large Print test, the student's oral reading must be recorded in TestNav by the end of the test window to be scored.

Paper-Based Testing (PBT) and Special Paper Version (SPV) Large Print Tests—Scripted Directions for Math Grades 3—6 (Units 1 and 2)

Prior to beginning a test unit, 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 will use the same test booklet for all Math test units. This information will only need to be completed once for all Math test units.

For Paper-Based Testing (PBT), student Pre-ID labels must be affixed to test booklets **before** testing. If any student expected to test on the AASA test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the paper test booklet **before** testing. For Special Paper Version (SPV) tests, student demographic information will be captured in PearsonAccess^next. The Pre-ID labels should not be affixed to the SPV test booklets.

Materials required to administer Paper-Based Testing (PBT) and Special Paper Version (SPV) Large Print tests:

- Electronic or paper copy of the *AASA Paper-Based Testing (PBT) Test Administration Directions*
- A "Testing—Do Not Disturb" sign
- Roster of AASA eligible students to be tested
- Test booklet 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

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.

For Paper-Based Testing (PBT), do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.

The use of scratch paper is allowed for the AASA test. However, all student responses for Paper-Based Testing (PBT) schools must be written in the scorable test booklet to be scored. For Special Paper Version (SPV) Large Print tests, students can record their responses by marking directly in their Special Paper Version test booklets. **All student responses for SPV tests must be recorded by an adult into TestNav by the end of the test window 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 Math test is administered in two test units—Units 1 and 2.

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.
	Do not open your test booklet until I tell you to do so.
	Talking during the test is not allowed, and you may not discuss the questions or your answers after the 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 any electronic 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 unit by the end of the school day.
	Are there any questions?

Answer any questions.

SAY	You will use the same test booklet for all Math test units.
	[For Paper-Based Testing only, say:] **On the front cover of your test booklet you will see a label with your name, school, SSID, and birth date. Please review this information and raise your hand if any part of the label is incorrect or if the label is missing.**

For Paper-Based Testing only:
*If any student expected to test on the AASA test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the paper test booklet **before** testing. Students should not be permitted to test until this is completed.*

For Special Paper Version (SPV) tests:
The student demographic information will be captured in PearsonAccess^next. The Pre-ID labels should not be affixed to the SPV test booklets.

SAY	*[For Unit 1, say:]* **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" as provided to you.** *[For Unit 2, say:]* **Please check 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 Math test units.

SAY	**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.** *[For Paper-Based Testing only, say:]* **Before you test, please remember the following:** • **Use a No. 2 pencil for your answers.** • **You may write in your test booklet, but do not write or mark near the designated area where you will fill in your answers.** • **Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklet. You can use your No. 2 pencil for any annotations or underlining.** • **Do not write in the margins.** • **If you want to change an answer, completely erase the mark you made before making a new mark.** **Calculators are NOT permitted on this test unit.** **Are there any questions?**

Answer any questions.

| **SAY** | 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.

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

When you finish the Math 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 work for this test unit only. You may not go to any other part of this test booklet at any time.

After you have completed the test, please check the following:

   • For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.
   • All other bubbles are empty, and all stray marks have been erased.

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.

For Unit 1:
The Math Unit 1 test will have sample questions. For the Special Paper Version (SPV) test, the student will need to read and answer these sample questions in their test booklet. These sample questions will not be present online in TestNav. Continue with the directions for the sample questions.

For Unit 2:
The Math Unit 2 test will not contain sample questions. Skip to page 51 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 test 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: "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. |
|---|---|

Give students time to answer Sample B and then continue.

| **SAY** | The correct answer for Sample B is: [Grades 3-5: 2/8 (2 fraction bar 8); Grade 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:

| **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 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].**
	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.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. 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.

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 scorable test booklets will be returned for scoring as completed by the student. All Special Paper Version test responses will be entered into TestNav exactly as completed by the student.

As each student finishes the test, collect the student's 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.

Most students should have had enough time to finish the test during the allotted time. At the end of the test, 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.

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.

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. All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in a **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess^next.*

For AASA Special Paper Version (SPV) Large Print test only:
*After each student has completed the AASA Special Paper Version (SPV) Large Print test, their responses must be entered into TestNav. All student responses must be entered into TestNav prior to the materials being returned to Pearson. **Student responses not entered into TestNav by the end of the test window will not be scored.***

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.

Paper-Based Testing (PBT) and Special Paper Version (SPV) Large Print Tests—Scripted Directions for Math Grades 7—8 (Units 1 and 2)

Prior to beginning a test unit, 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 will use the same test booklet for all Math test units. This information will only need to be completed once for all Math test units.

For Paper-Based Testing (PBT), student Pre-ID labels must be affixed to test booklets **before** testing. If any student expected to test on the AASA test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the paper test booklet **before** testing. For Special Paper Version (SPV) tests, student demographic information will be captured in PearsonAccess^next. The Pre-ID labels should not be affixed to the SPV test booklets.

Materials required to administer Paper-Based Testing (PBT) and Special Paper Version (SPV) Large Print tests:

- Electronic or paper copy of the *AASA Paper-Based Testing (PBT) Test Administration Directions*
- A "Testing—Do Not Disturb" sign
- Roster of AASA eligible students to be tested
- Test booklet 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

Additional directions for the Math test:

- For AASA Math Grades 7-8, students will need access to an approved calculator for Test 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.

The use of scratch paper is allowed for the AASA test. However, all student responses for Paper-Based Testing (PBT) schools must be written in the scorable test booklet to be scored. For Special Paper Version (SPV) Large Print tests, students can record their responses by marking directly in their Special Paper Version test booklets. **All student responses for SPV tests must be recorded by an adult into TestNav by the end of the test window 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 Math test is administered in two test units—Units 1 and 2.

For Paper-Based Testing (PBT), do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.

Math Unit 1: Scripted Directions for Grades 7—8

> **SAY**
>
> **Today you will be taking Arizona's Academic Standards Assessment Math Unit 1 test.**
>
> **Do not open your test booklet until I tell you to do so.**
>
> **Talking during the test is not allowed, and you may not discuss the questions or your answers after the 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 any electronic 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 unit by the end of the school day.**
>
> **Are there any questions?**

Answer any questions.

> **SAY**
>
> **You will use the same test booklet for all Math test units.**
>
> > *[For Paper-Based Testing only, say:]*
> > **On the front cover of your test booklet you will see a label with your name, school, SSID, and birth date. Please review this information and raise your hand if any part of the label is incorrect or if the label is missing.**

For Paper-Based Testing only:
*If any student expected to test on the AASA test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the paper test booklet **before** testing. Students should not be permitted to test until this is completed.*

For Special Paper Version (SPV) tests:
The student demographic information will be captured in PearsonAccess^next^. The Pre-ID labels should not be affixed to the SPV test booklets.

SAY	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" as provided to you.

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.

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

> *[For Paper-Based Testing only, say:]*
> **Before you test, please remember the following:**
>
> - **Use a No. 2 pencil for your answers.**
> - **You may write in your test booklet, but do not write or mark near the designated area where you will fill in your answers.**
> - **Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklet. You can use your No. 2 pencil for any annotations or underlining.**
> - **Do not write in the margins.**
> - **If you want to change an answer, completely erase the mark you made before making a new mark.**

The use of an approved calculator will be permitted during this test unit.

Are there any questions?

Answer any questions.

SAY | 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.

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

When you finish 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 work for this test unit only. You may not go to any other part of this test booklet at any time.

After you have completed the test, please check the following:

• For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.

• All other bubbles are empty, and all stray marks have been erased.

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

For the Special Paper Version (SPV) test, the student will need to read and answer these sample questions in their test booklet. These sample questions will not be present online in TestNav.

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 your 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:

| 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* = 2*d*" 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.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

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.

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 scorable test booklets will be returned for scoring as completed by the student. All Special Paper Version test responses will be entered into TestNav exactly as completed by the student.

As each student finishes the test, collect the student's 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.

Most students should have had enough time to finish the test during the allotted time. At the end of the test, 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.

When the test unit ends:

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.

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. All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in a **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess^next.*

For AASA Special Paper Version (SPV) Large Print test only:
*After each student has completed the AASA Special Paper Version (SPV) Large Print test, their responses must be entered into TestNav. All student responses must be entered into TestNav prior to the materials being returned to Pearson. **Student responses not entered into TestNav by the end of the test window will not be scored.***

Math Unit 2: Scripted Directions for Grades 7—8

SAY	Today you will be taking Arizona's Academic Standards Assessment Math Unit 2 test.
	Do not open your test booklet until I tell you to do so.
	Talking during the test is not allowed, and you may not discuss the questions or your answers after the 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 any electronic 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 unit by the end of the school day.
	Are there any questions?

Answer any questions.

SAY	You will use the same test booklet for all Math 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 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.**
	Some of the items may be challenging or unfamiliar to you. Do your best on all items.
	[For Paper-Based Testing only, say:] **Before you test, please remember the following:** • **Use a No. 2 pencil for your answers.** • **You may write in your test booklet, but do not write or mark near the designated area where you will fill in your answers.** • **Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklet. You can use your No. 2 pencil for any annotations or underlining.** • **Do not write in the margins.** • **If you want to change an answer, completely erase the mark you made before making a new mark.**
	Calculators are NOT permitted for the Math Unit 2 test.
	Are there any questions?

Answer any questions.

| **SAY** | 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.

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

When you finish 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 work for this test unit only. You may not go to any other part of this test booklet at any time.

After you have completed the test, please check the following:

- • For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.
- • All other bubbles are empty, and all stray marks have been erased.

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.

| **SAY** | Open your test booklet to page 34.

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

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.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. 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.

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 scorable test booklets will be returned for scoring as completed by the student. All Special Paper Version test responses will be entered into TestNav exactly as completed by the student.

As each student finishes the test, collect the student's 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.

Most students should have had enough time to finish the test during the allotted time. At the end of the test, 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.

When the test unit ends:

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.

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. All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in a* **secure, locked storage** *until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess^next.*

For AASA Special Paper Version (SPV) Large Print test only:
After each student has completed the AASA Special Paper Version (SPV) Large Print test, their responses must be entered into TestNav. All student responses must be entered into TestNav prior to the materials being returned to Pearson. ***Student responses not entered into TestNav by the end of the test window will not be scored.***

American Sign Language (ASL) Online Tests—Scripted Directions for ELA and Math Grades 3—8 (ELA Writing Unit, ELA Reading Units 1 and 2, and Math Units 1 and 2)

Prior to beginning a test unit, verify that all students have appropriate accommodations marked in PearsonAccess[next]. The American Sign Language (ASL) online test is available as an accommodation to students requiring an ASL test. The ASL test is a computer-based test and will not have a paper version test.

Note: Students testing using the American Sign Language (ASL) online test should not take the Grade 3 Oral Reading Fluency (ORF) Test.

To begin, the Test Administrator must:

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

Materials required to administer the test:

- Electronic or paper copy of the *Paper-Based Testing (PBT) Test Administration Directions*
- Device for the Test Administrator
- Device for each student to be tested with the TestNav application installed
- A "Testing—Do Not Disturb" sign
- Roster of AASA eligible students to be tested
- Printed secure testing ticket for each student to be tested
- Supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks

Additional Directions for the ELA test:

- For ELA Writing Unit and ELA Reading Unit 1 and Unit 2 (All grades): Students may use scratch paper during testing; 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.
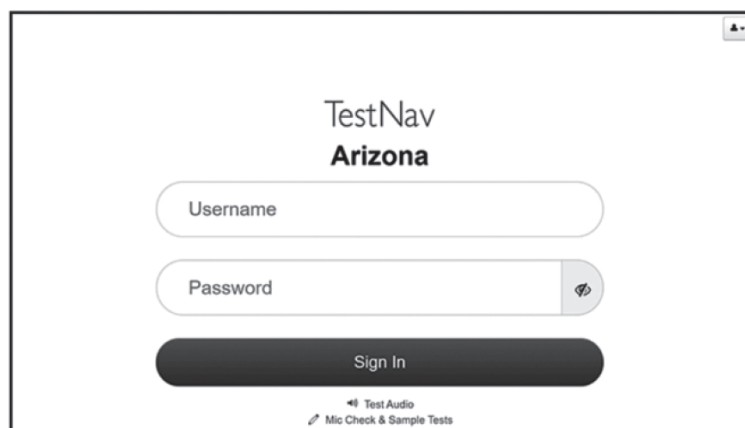- For ELA Writing Unit only (All grades): Students will have access to basic formatting tools for their writing, as well as an embedded Dictionary and Thesaurus tool. Students may also have access to an approved commercially published paper version dictionary and thesaurus (optional).
- **For ELA Reading Unit 1 and Unit 2 (All grades): The use of dictionary or thesaurus is prohibited on ELA Reading Units 1 and 2. Reading aloud the ELA Reading test to students violates the test construct. Please do not read passages or test items aloud to students. Only Reading directions may be read aloud to students.**

Additional Directions for the Math test:

- For Math Grades 3-6 Units 1 and 2, and for Math Grades 7 and 8 Unit 2, the use of calculators are NOT permitted.

- Math reference sheets are NOT permitted for any of the Math test units.

- Students may use scratch paper during the Math test units. 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.

Scripted Directions for All Grade Levels and Test Units:

SAY	**Today, you will be taking Arizona's Academic Standards Assessment for the American Sign Language online test for:** *[Say: "ELA Writing", "ELA Reading", or "Math"].* **Any student who has any electronic device, including a cell phone, in their possession during testing will have their test invalidated. If you have any electronic 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 tests are not timed. If you have not completed the test at the conclusion of this test, 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 | We are ready to begin. You will see the "Sign In" screen on your computer.

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. |
|---|---|
| | TestNav
Arizona

Username

Password

Sign In

◀ Test Audio
✎ Mic Check & Sample Tests |

Resolve any testing ticket issues.

If any student information is incorrect, the student must not proceed with testing. The student's information must be corrected in PearsonAccess^next. A new testing ticket must be printed for the student.
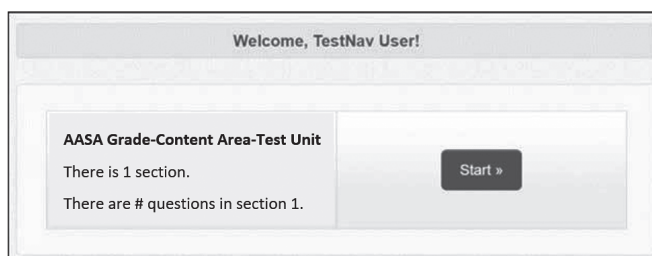
SAY	You will now sign in to the test. On the "Sign-In" screen, enter your Username and Password from your testing ticket, then click the "Sign In" button.

Verify that all students are signed in.

The students should now be on the "Welcome" screen. This screen will be specific to the Grade, Content Area, and Test Unit administered to the student.

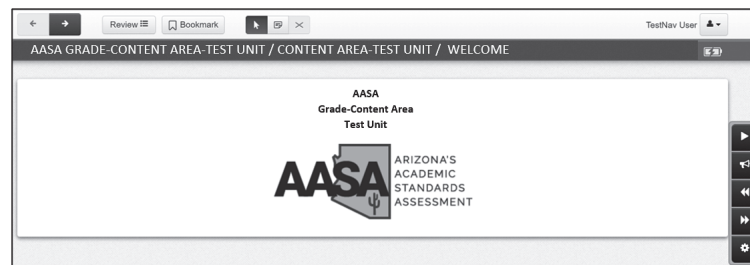| SAY	Now, you will see the "Welcome" screen. Check that your name appears correctly on the top right corner of the screen. Raise your hand if the name is not correct.
	Welcome, TestNav User!

AASA Grade-Content Area-Test Unit
There is 1 section.
There are # questions in section 1.

Start » |

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

Now the student will see the "Unit" screen. This screen will be specific to the Test Unit administered to the student.

SAY	**Now you will see the "Unit" screen. Verify that you are in the correct test unit.**
	Once you have verified that you are on 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.**
	Are there any questions?

Answer any questions.

SAY

Today's test will have some items that may be challenging or unfamiliar to you. Do your best on all items.

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.

Are there any questions?

Answer any questions.

SAY

Now we are going to start the test.

Click on the "Next" button to begin the test.

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 student will sign in again and the Test Administrator will need to resume the student's test. Refer to the PearsonAccessⁿᵉˣᵗ User's Guide for instructions.

As each student finishes the test, collect the student's 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. The 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. The student 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.
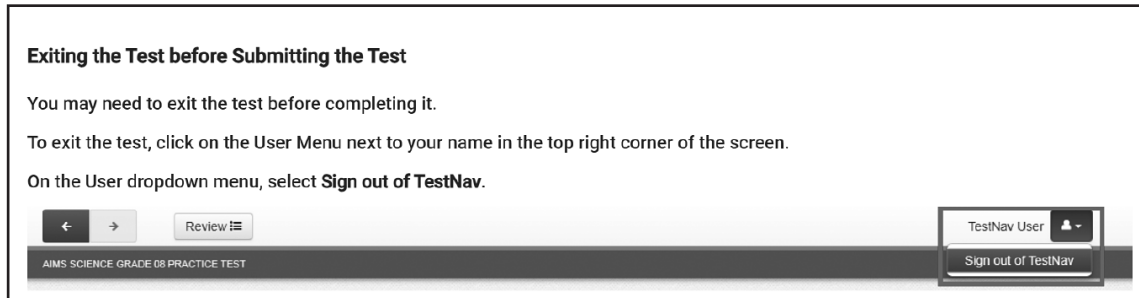
Submit Final Answers

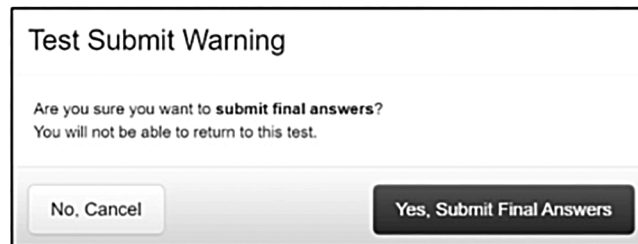| Question 1	Question 2	Question 3
Question 4	Question 5	Question 6
Question 7	Question 8	Question 9
Question 10	Question 11	Question 12
Question 13	Question 14	Question 15
Question 16	Question 17	Question 18
Question 19	Question 20	Question 21
Question 22	Question 23	Question 24

Sign Out and Continue Testing:

At the end of the test, 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.
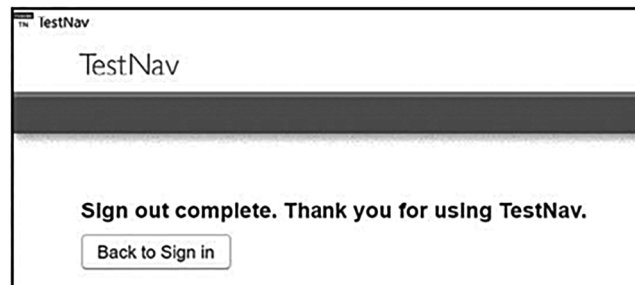
Exiting the Test before Submitting the Test

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 ☰ | TestNav User 👤▾

AIMS SCIENCE GRADE 08 PRACTICE TEST | 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."

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

TN TestNav

TestNav

Sign out complete. Thank you for using TestNav.

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 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 a **secure, locked storage.***

For ELA Reading and Math tests that have two test units each, 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) Large Print Tests

The purpose of this section is to assist Test Administrators in Paper-Based Testing schools with the proper administration of the Special Paper Version (SPV) Large 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.*

Administering Special Paper Version Tests and TestNav

Students taking the Special Paper Version tests should record their responses by marking 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 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.

The scripted directions for the Special Paper Version (SPV) Large Print tests can be found starting on page 18.

Special Paper Version (SPV) Large Print Tests—Preparing to Enter Responses into TestNav

Districts may review students in PearsonAccess^{next} 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^{next} 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^{next}. All students that have an approved Special Paper Version accommodation will be registered by ADE in a Special Paper Version test session. Any questions regarding the Special Paper Version test accommodation should be referred to the Test Coordinator.

Starting a Session and Unlocking Student Tests in PearsonAccess^{next}

Once all students have been assigned to a Special Paper Version test session in PearsonAccess^{next}, 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^{next}.

For Special Paper Version testing, a test session should be started and unlocked in PearsonAccess^{next} 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, 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^{next} 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^{next}. 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

STUDENT TESTING TICKET

Student: **Lastname1, Firstname1**
SSID: **999999999999**
Session: **AASA Grade 03**
Date of Birth: 10/01/2012
Test: AASA Grade 03
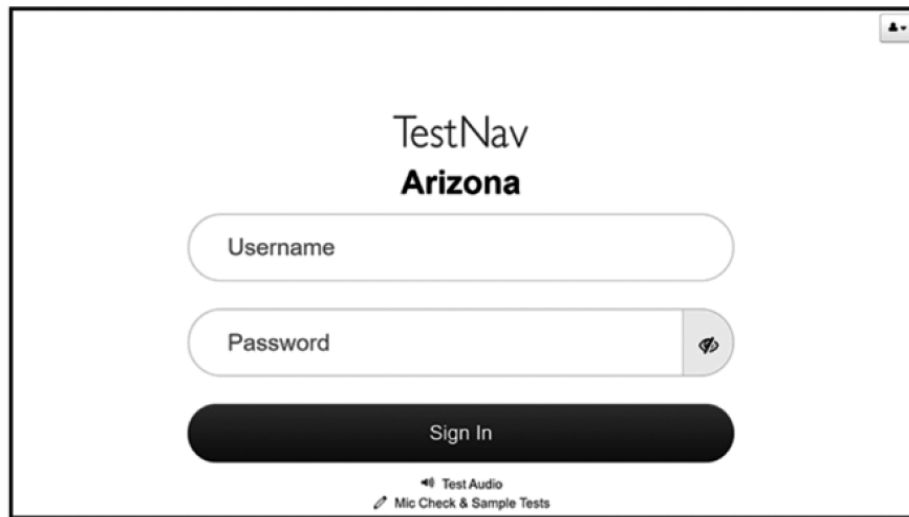Select **Arizona** in the application.

Username: LGN41660365   Password: DLY4GAH

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 secure testing ticket. The **Arizona Sign In** screen should be visible. The Test Administrator should have the secure testing ticket from PearsonAccess[next] ready to sign into the AASA test as the student.
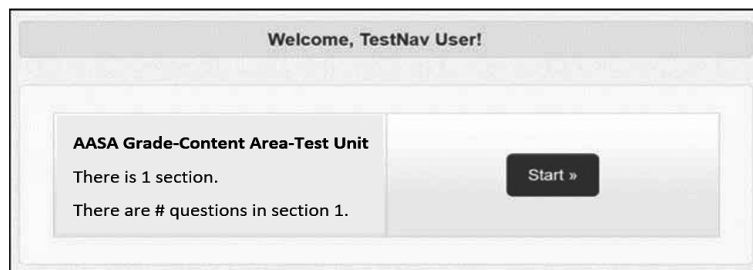
TestNav Arizona Sign In Screen

On the **Sign In** screen, the Test Administrator will enter the student's Username and Password as provided on the **Secure 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.
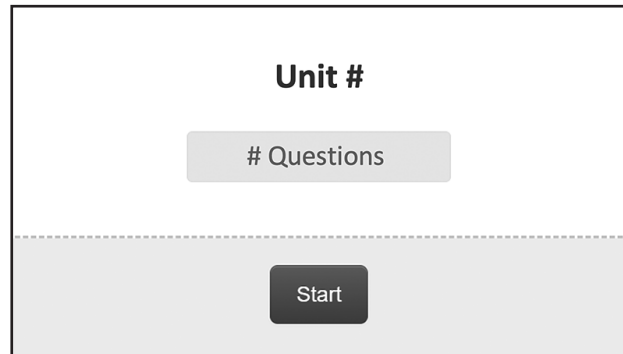
The Test Administrator will see the **TestNav User Welcome Screen.**

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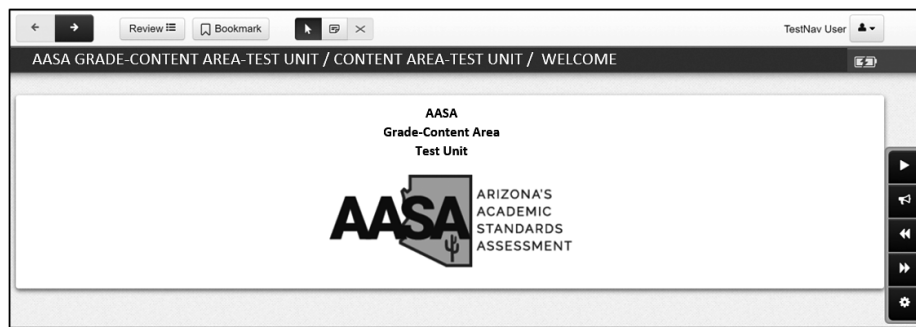
The first three questions will relate to information about the Test Administration and key entry. The Test Administrator will first respond to these questions and then proceed to entering the student responses from the test booklet into the online test in TestNav.

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 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. Before the Test Administrator submits the student's final answers, they can go back to any questions that are unanswered. The Test Administrator can click on the questions with an orange dot or use the **Review** button to go back and enter the student's answers. 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.

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

After Testing

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

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