Reducing Achievement Test Irregularities
January 13, 2023 Webinar

If there are 1-2 students who are still working on their test and the rest of the classroom is finished, can the 1-2 students still working be moved to a different testing location to finish testing?
Allowing students to remain in the testing classroom when others have completed testing is at the discretion of the district. 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.

For online testing:
- *If a student continues working on the current computer, they can continue to test.*
- *If a student must be moved to another computer or room, they must **Sign Out** of their test before moving to another computer or room. The Test Administrator will have to **Resume** the student's test in PAN prior to the student attempting to sign into their test to continue testing.*

Are students allowed to go to lunch if it takes them longer to test (i.e., 3-4 hours or longer to complete a unit)?
Students cannot leave the testing room for lunch or to take a break until the test unit is complete; however, students can have lunch brought to them, if necessary.

What may students do when they finish their test (i.e., read, doodle, coloring sheet, etc.)?
*Once a student has submitted their test and returned any scratch paper, they may read novels silently while waiting for the scheduled test to end. Students **may not** use the computer, access content material, or have access to their cell phones or other electronic devices until the end of the test.*

Are teachers allowed to administer statewide assessments to their own child if the child is in their classroom regularly? Would this constitute a test irregularity?
District or school staff who have children being administered a statewide assessment are not permitted to be in the testing room while their child is testing. If a proctor administers the statewide assessment to their child, this is considered a test irregularity, and the student test attempt will be invalidated.

Should an irregularity report be submitted when students get kicked out of their test or for internet connectivity issues?
If the connection error results in the student not regaining access, please submit a test irregularity.

Are students allowed to use Bluetooth earbuds for testing? Are regular earbuds that connect to the laptop allowed?
Bluetooth headphones are prohibited. If a student has a specific accommodation requiring the use of Bluetooth, please submit the request for consideration using the Additional Accommodations request form: https://www.azed.gov/assessment/achievement_aa_fy23.

Prior to testing, Test Administrators and Technology Specialists are responsible for ensuring the following:
- *All testing devices are in working order.*
- *TestNav application has been downloaded and installed on all devices and prohibited applications have been disabled.*
- *Each device must have the required headphone, keyboard, and mouse and be in working order.*

If a student requires Bluetooth headphones due to cochlear implants or hearing aids, should that request be submitted to ADE?
Yes, please submit an Additional Accommodations Request to ADE using the secure online form: https://www.azed.gov/assessment/achievement_aa_fy23.

If teachers/proctors have hearing aids with Bluetooth, do we need to notify ADE of that?
Yes, please notify ADE if teachers/proctors have hearing aids with Bluetooth.

Are students allowed to have a snack during testing for the different assessments? ACT states that students cannot eat in the test room.
For ACT, examinees and staff may bring snacks and beverages into the test room but may only consume them outside of the room during break.

Is there a list of testing irregularities that need to be reported?
Reported testing irregularities are listed within the Test Administration Directions.

Is there a specified timeline for completing an irregularity report (i.e., same day, within 24 hours, etc.)?
For any issues that prevent students from continuing to test, the Test Administrator must notify the District Test Coordinator on the same day. All test irregularities must be submitted in PearsonAccess[next] by the District Test Coordinator on the day of the occurrence. The District Test Coordinator logs into PearsonAccess[next] and indicates which student tests need to be invalidated and why.

Are teachers allowed to have a cell phone with them during testing?
Use of a cell phone is an LEA decision.

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.

District security alerts are sent to teachers via cell phone. Would this be an allowable reason to allow teachers to have their phones with them in the testing rooms?
If the LEA allows the use of cellular devices for Test Administrators, please use with caution, and silence the device. Communication should not interfere or impede student performance.

Can a School Test Coordinator use a cell phone to communicate with teachers in the testing rooms?
If the LEA allows the use of cellular devices for Test Administrators, please use with caution, and silence the device. Communication should not interfere or impede student performance.

Can the Test Administrators have a radio (walkie talkie) in the testing room?
If the LEA allows the use of radio (walkie talkie) for Test Administrators, please use with caution, and silence the device. Communication should not interfere or impede student performance.

Is there a list of required training modules, and where are the training modules located?
Training modules are located in Pearson's Achievement Training Management System: azachieve.tms.pearson.com. Details of who should complete each module are included in the following table.

Training Module	Description	Who Should Complete Module
Test Security & Ethics	This training will cover policies and practices to ensure the security and confidentiality of testing materials and the reliability and validity of test score interpretation.	All employees who will administer, proctor, or be in contact with Achievement testing materials, including **AASA, AzSCI, ACT Aspire, and ACT** test administrations
Test Administration Responsibilities – AASA and AzSCI	This training will cover Spring 2023 test administration responsibilities for **AASA and AzSCI**.	All employees who will administer, proctor, or be in contact with **AASA and AzSCI** testing materials
Accommodations	This training will cover Spring 2023 accommodations for **AASA and AzSCI**.	Required for District and School Test Coordinators **(AASA and AzSCI)** but may be shared with other staff members
PearsonAccessNext (PAN)	This training will provide essential information about PAN for the Spring 2023 **AASA and AzSCI** test administrations.	Required for District and School Test Coordinators for **AASA and AzSCI**
Technology	This training provides technology requirements, TestNav information, and troubleshooting details for the **AASA and AzSCI** online tests.	Required for Technology Coordinators, District Test Coordinators, and School Test Coordinators for **AASA and AzSCI**
AASA – Training for Test Coordinators	This training will cover Spring 2023 **AASA** test administration.	Required for District and School Test Coordinators with students in Grades 3-8 **(AASA)**
AzSCI – Training for Test Coordinators	This training will cover Spring 2023 **AzSCI** test administration.	Required for District and School Test Coordinators with students in Grades 5, 8, and/or 11 (Cohort 2024) **(AzSCI)**

Do all staff members need to take the "Achievement Test Administration Responsibilities" training module, even if they won't be administering tests (i.e., front office, maintenance, IT, etc.)?
All employees who will administer, proctor, or be in contact with AASA and AzSCI testing materials will need to complete the "Achievement Test Administration Responsibilities" training module and must sign an [Achievement Tests Staff Security Agreement](#).

If full-time aides are in the testing room but not proctoring the test, do they need to complete the Test Administrator training modules?
Only Test Administrators and Proctors are allowed in the testing environment and must complete training as well as sign a staff security agreement. Aides not participating in administering the assessment should not remain in the testing environment.

Can a paraprofessional or aide proctor a test, or may they only serve as support/rover in the test room?
It is preferred that the Test Administrator be a certified teacher. 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 and must sign a 2022-2023 Achievement Tests Staff Security Agreement. ADE recommends that contingency plans include training K-2 teachers so they can step in and assist with test administration if needed.

If a District Test Coordinator is out sick during the test window, can another person in the district contact ADE with emergent issues? Who should we contact at ADE to provide the backup contact person if the District Test Coordinator is unavailable?
If the District Test Coordinator will be unavailable for an extended period of time, please submit a new Test Coordinator and Security Agreement to Testing@azed.gov to appoint a new District Test Coordinator for that time period.

Are districts/charters required to share out Parent Portal information this year?
The Parent Portal is an optional resource for Spring 2023.

Webinar Information

How do I view this recorded webinar? If I attended the live event, how do I obtain a professional development certificate?
The recorded webinar and the PowerPoint slides are posted on the Assessment section website at https://www.azed.gov/assessment under the "Friday Focus Webinars 2022-2023" dropdown. If you attended the live webinar, you can access your certificate through your account in the new ADE Professional Learning & Development system.