

Grades 5, 8, and 11



ARIZONA SCIENCE TEST

**Computer-Based,
Special Paper
Version and ASL
Testing**

*Test
Administration
Directions*



Spring 2023

AZ00003972

<i>Test Administrator's Name</i>



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 AzSCI test administration:

- **The AzSCI test is divided into three units. Once students start a test unit, it must be completed on the same day.**
- **A student cannot start a new test unit until the previous test unit is submitted.**
- **If the test times out during testing or if the student signs out of TestNav: The Test Administrator resumes the test in PearsonAccess^{next} and the student signs back in to TestNav.**

If a student is unable to log in:

- Verify the student is registered in PearsonAccess^{next}.
- Verify the student has the correct testing ticket.
- Verify the student typed the username and password exactly as listed on the student's testing ticket.
- Verify that the student's test session is in **Ready** or **Resumed** status in PearsonAccess^{next}.
- Verify that the student does not have a Special Paper Version accommodation.

If a student requires accommodations:

- Verify appropriate accommodations are set in PearsonAccess^{next} before testing.
- If the student has already signed in to the test and accommodations are not set, have the student sign out of his/her test.
- Select the accommodation(s) for the student in PearsonAccess^{next}. For more information, refer to the *PearsonAccess^{next} User's Guide*.
- Have the student sign in to the test and verify the accommodation(s) are present.

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Overview of the Spring 2023 AzSCI Test Administration

The Spring 2023 AzSCI tests will be administered to students in Grades 5, 8, & 11 (Cohort 2024) as an online test. This document must be used for the administration of the AzSCI test for the online test administration including the American Sign Language (ASL) administration, Special Paper Version tests, and entering student responses into TestNav.

The AzSCI test is a standardized test. Test Administrators must have an electronic or paper copy of this document. The Test Administrator **must** follow the directions exactly as stated in this document.

Students to Be Tested

Students in Grades 5, 8, and 11 (Cohort 2024) will participate in the Spring 2023 administration of the AzSCI test.

Students with significant cognitive disabilities and whose current Individualized Education Program (IEP) designates them as eligible for an alternate assessment, Multi-State Alternate Assessment (MSAA), should not participate in the AzSCI test. 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 AzSCI test. All other Arizona public school students in grades 5, 8, and 11 (Cohort 2024) will participate in AzSCI testing.

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

Test Administrators, Proctors, and any adult who will have access to AzSCI tests must be employees of the school/district/charter. AzSCI Test Administrators, Proctors, and any adult who will have access to AzSCI tests 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:

Responsibilities of the Test Administrator 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*;
- Reviewing this document in advance of the testing date;
- Adhering to test administration security procedures;
- Approving AzSCI testing access to the appropriate students only;
- Confirming student accommodations or test settings in PearsonAccess^{next};
- 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.

Additional responsibilities for Test Administrators administering Special Paper Version tests (Braille, Large Print, and regular-sized print tests) include:

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

User Roles in PearsonAccess^{next}

Each Test Administrator must have the appropriate user role in the PearsonAccess^{next} system provided by the Test Coordinator.

Any adult who will be entering student responses into TestNav for students who were administered a Special Paper Version test must also have an appropriate user role.

Test Administration Schedule

AzSCI tests are to be scheduled anytime during the test window, but must be completed by April 14, 2023.

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

The AzSCI test is not a timed test. A test unit must be completed by the end of the regularly scheduled school day. Students taking the same test within the same school are not required to test on the same day. Students in grades 5, 8, and 11 do not have to take Unit 1, Unit 2, and Unit 3 on the same day. It is recommended to take Unit 1 followed by Unit 2, then Unit 3, although this is not required. When two or three test units are scheduled the same day, there must be a significant break between units.

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

Section One: Before AzSCI Test Administration

Test Security

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

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

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

Use of Unacceptable Resources

Students are not permitted to use resources on AzSCI 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 AzSCI 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 AzSCI 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 AzSCI testing.

A phone or electronic device needed for medical care is acceptable. The phone must 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 AzSCI 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 conditions that may be offered to any student to provide a comfortable and distraction-free environment. Accommodations are provisions made in how a student accesses the test and/or demonstrates learning that do not alter the validity of the test, score interpretation, reliability, or security of the test. Test Administrators must know which students are eligible to receive accommodations and which accommodations are appropriate for each eligible student. Test Administrators must provide appropriate accommodations for eligible students and indicate which accommodations were provided to students. Certain accommodations are available to students with an injury, English learner students, and students with a disability.

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

Test Settings and Accommodations

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

For students who require and have been approved for Special Paper Version tests, the Test Administrator must follow the directions for administering and entering student's responses into TestNav by the end of the test window. See Section Seven of this document for detailed information.

Location for Testing

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

Prepare the Room for Testing

The testing room should be prepared for the AzSCI 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 in addition to following School's protocol for entering and exiting the testing environment.

- Good lighting, ventilation, and freedom from distracting noises and interruptions are important for student performance.
- Poster-size versions of the Periodic Table of Elements may remain posted during AzSCI testing for Grades 8 and 11, and copies of the Formula Reference Guide can be posted during the Grade 11 AzSCI tests only. **All other visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.**
- Any motivational signs for testing must be removed or covered completely.
- Arrange student seating so that students cannot easily see the computer screens of others 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 the test session.

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

Test Administrators and Technology Specialists are responsible for ensuring the following:

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

- The Test Administrator should close all programs on each testing device, then launch the TestNav application.
- The student **Sign In** screen should be showing when students enter the room to take the test. In the event of technical difficulties with TestNav, contact your Test Coordinator.

TestNav Arizona Sign In Screen



Section Two: TestNav Tools in the AzSCI Test

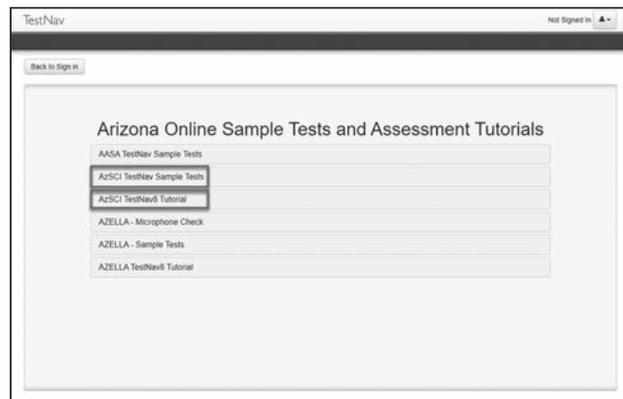
AzSCI Sample Test and TestNav Tutorial

The AzSCI TestNav Sample Tests and the AzSCI TestNav Tutorial are resources for educators to become acquainted with the online tools, navigation features, and item types. The AzSCI Sample Test helps students, teachers, and parents become familiar with the content, item types, and the tools in the AzSCI assessments. The sample tests are available in the computer-based format. Students will access the test as a guest, so no personal information needs to be provided. Students should take the AzSCI Sample Test and TestNav Tutorial prior to taking the Spring 2023 AzSCI test. Although it is not a scored test, students will become acquainted with the online tools, navigation features, and item types while taking the AzSCI TestNav Sample Test.

The AzSCI TestNav Tutorial teaches how to navigate the TestNav computer-based assessment. The tutorial shows the different buttons and online test tools and will let a student practice using them.

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

The **AzSCI TestNav Sample Tests** and **AzSCI TestNav Tutorial** are listed on the screen.

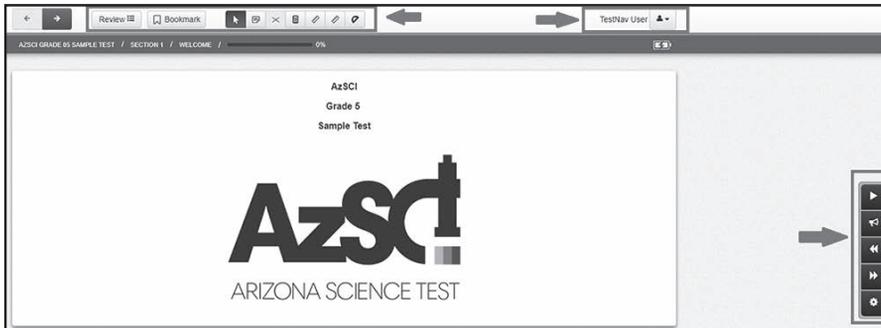


AzSCI TestNav Tutorial

The **AzSCI TestNav Tutorial** teaches how to navigate the TestNav computer-based assessment. It will show you different buttons and online test tools while practicing using them. There are three parts in the tutorial:

- **Moving through the Test** – Shows how to move through the test in TestNav.
- **Using the Tools in the Test** – Shows how to use the tools in the test.
- **Working with Test Questions** – You will learn how to work with the types of questions that may be used on the test.

The AzSCI TestNav Sample Tests have tools on the toolbar at the top of the screen. Some tools are selected from the User Drop Down Menu next to the student's name. Other tools are available on the right side of the screen.

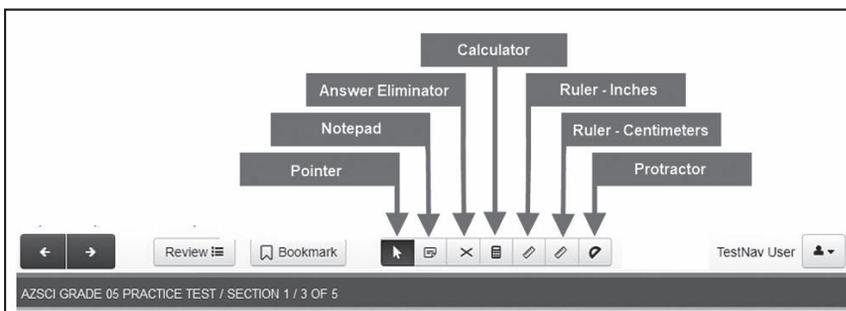


User Drop Down Menu Tools

The **User Drop Down Menu** button, at the top right corner of the screen, has tools available for the screen that you are on. The **User Drop Down Menu** has the following selections:

- o **Change the background and foreground color** - Contrast Settings - Select your color choice and click the blue "Continue" button.
- o **Enable Magnifier** – The magnifier tool lets you make part of the screen larger.
- o **Show Line Reader Mask** – The **Line Reader Mask** tool helps you focus on one part of a question or reading passage at a time.
- o **Enable Answer Masking** – To show a masked answer, select the eye next to the answer choice. To cover the answer choice again, select the eye again.
- o **Zoom** – If pictures and words on the screen are too small or too big to read, they can be made larger or smaller by using the buttons on your keyboard or by clicking on + or - .
- o **Sign out of TestNav** - To exit a test for a bathroom break or an emergency, the student must sign out of TestNav prior to leaving the room. To exit the test, the student clicks on the blue "Save and Return Later" button.

TestNav Toolbar Tools



- **Review** – The **Review** button lets you go back and review your answers at any time.
- **Bookmark** – The **Bookmark** button lets you mark questions to review later. When you select the **Bookmark** button, a blue ribbon appears next to the question on the **Review** list.
- **Pointer** – The **Pointer** tool is used to select an answer or to turn other tools on and off.
- **Notepad** - To write notes during the test, use the **Notepad**. The **Notepad** button is selected and then notes are typed in the box.
- **Answer Eliminator** – Multiple choice questions have an **Answer Eliminator** tool. Use this tool to cross out answer choices that you think are incorrect.
- **Calculator(s)**
 - The **Desmos Basic Four Function Calculator** performs basic operations such as addition, subtraction, multiplication, and division.
 - The **Desmos Scientific Calculator** performs a range of functionality: such as basic trigonometry, roots, fractions, exponents, and absolute value.
- **Rulers** – Measures objects on screen using the **Inch Ruler** or the **Centimeter Ruler** tool.
- **Protractor** – Measures the number of degrees in an angle.
- **Highlighter** – To highlight words, use the **Highlighter** tool. Click and hold to drag over the words you want to highlight to select them. Choose a color and the words will be highlighted.

On the right side of the screen, the AzSCI test has more tools. The tools include:

- **Play Text-to-Speech** – The **Text-to-Speech** buttons are found on the right side of the screen. Select the **Play Text-to-Speech** button to start and stop the read aloud.
- **Toggle Click-to-Hear** – The **Toggle Click-to-Hear** lets you select the text or question where the read aloud will begin.
- **Text-to-Speech Settings** – The **Text-to-Speech Settings** button lets you select the **Plus** or **Minus** buttons to change how fast the text is read.
- **Exhibits** – The test may have an information sheet to help answer a question. To open the sheet select the **Exhibits** button on the right side of the screen. You may use the **Magnifier Tool** from the **User Drop Down** menu to make parts of the exhibit larger. To move the sheet on the screen, select the top of the sheet and drag it.

Section Three: Test Administration Platforms: PearsonAccess^{next} and TestNav

Once all students have been assigned to a 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}.

PearsonAccess^{next} Resources

Resources available in PearsonAccess^{next} include:

- **Scheduled Sessions** provide a list of all the sessions created and session status for an organization.
- **Session Student Roster** is a list of all students assigned to a session.
- **Testing Tickets** are printed for each student and provide the student's username and password for logging into TestNav, Pearson's online testing platform.

Refer to the *PearsonAccess^{next} User's Guide* for detailed instructions on the PAN resources.

Start Test Session

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

Special Version Test Only

When the Test Administrator is ready to begin key entry, a test session must be started, and students tested with a Special Paper Version test must be unlocked by the Test Administrator in PearsonAccess^{next}. This must be done prior to signing in to TestNav with the students' credentials supplied in the testing ticket. The Test Administrator will sign in to TestNav as the student, using the information provided on the testing ticket. Refer to the *PearsonAccess^{next} User's Guide* for detailed instructions on how to approve students for testing.

Testing Tickets

Testing tickets are an available resource in PearsonAccess^{next}. Testing tickets contain the students' information that is required to log in to TestNav. They are considered secure test materials and must be stored securely when not in use. All testing tickets must be collected at the end of a testing session.

Sample Testing Ticket

STUDENT TESTING TICKET	
Student:	Lastname1, Firstname1
SSID:	567899101234
Session:	AzSCI Test Grade 5
Date of Birth:	11/05/13
Test:	AzSCI Test Grade 5
Select Arizona in the Application	
Username: 56789101234	Password: 272d2c

The Test Coordinator or the School Test Administrator may print testing tickets for TestNav. Please refer to the **Session Resources** section of the *PearsonAccess^{next} User's Guide* for instructions on how to print testing tickets for students. Testing tickets will generate in a PDF and default to display 10 tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed.

The Test Administrator should have the testing ticket from PearsonAccess^{next} ready for the students to sign in to TestNav. Verify student information before issuing secure testing tickets. Students will use their testing tickets to sign in to the AzSCI test in TestNav. The use of an incorrect testing ticket during AzSCI testing is a test security violation and will result in the student's test being invalidated.

Section Four: Guidance for AzSCI 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.

Section Five of this document includes the scripted directions for the online AzSCI test. Section Seven of this document includes the scripted directions for Special Paper Version tests.

Breaks During Test Session

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

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

Monitoring Testing

During the administration of the AzSCI test, Test Administrators and Proctors must supervise the testing room at all times. Test Administrators and Proctors should move continuously about the room in an unobtrusive manner to ensure students are using only appropriate testing materials and resources and to check that students are progressing through the test. Students should be allowed to work at their own pace.

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

Monitor Test Status

Test Administrators can monitor test sessions in the "Students in Sessions" screen in PearsonAccess^{next}. Test Administrators can view student status and lock or unlock students' tests.

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 testing 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.

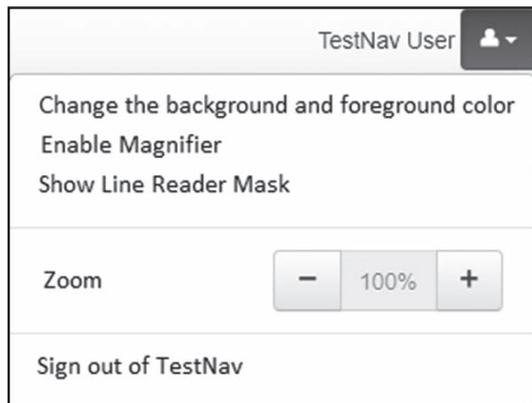
Exiting the Test before Submitting the Test

If a student needs to pause the test to leave the room for a bathroom break or an emergency, the Test Administrator must ensure the student signs out of TestNav prior to leaving the room. When the student returns to the testing room, the Test Administrator will need to resume the student’s test in PearsonAccess^{next} before the student signs in to TestNav.

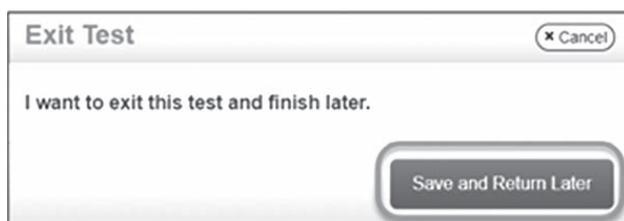
To exit (pause) a test before completing it, the student will click on the **“User Drop Down Menu”** next to the student’s name in the top right corner of the screen.



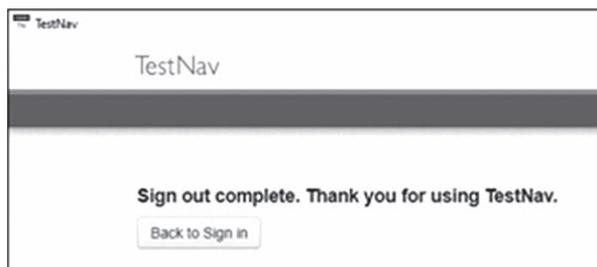
To exit (pause) the test, the student selects **“Sign out of TestNav”**.



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



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



When a student signs out of TestNav, the student’s test status in PearsonAccess^{next} changes to **“Exited”**.

Resuming a Student Test in PearsonAccess^{next}

For a student to resume testing, the student's test must be unlocked in PearsonAccess^{next}. The Test Administrator does this prior to the student signing in to TestNav.

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

Students Who Leave School During Testing

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

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

Troubleshoot Guidance During Online Testing

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

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

Section Five: Scripted Directions for Online AzSCI Tests

Prior to beginning a test unit, verify that all students have appropriate accommodations marked in PearsonAccess^{next}.

To begin, the Test Administrator must:

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

Materials required to administer an AzSCI test:

- AzSCI Test Administration Directions
- Device for the Test Administrator
- Device for each student to be tested with the TestNav application installed
- Each device must have the required headphones, keyboard, and mouse in working order
- “Testing - Do Not Disturb” signs
- Roster of AzSCI eligible students to be tested
- Printed student testing ticket for each student to be tested
- Supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks

AzSCI contains an embedded notepad and calculator for students to utilize.

The use of scratch paper is allowed for all parts of the AzSCI test. However, all student responses must be entered in the test’s response space in TestNav. All scratch paper and testing tickets must be collected at the end of the testing unit and securely destroyed following your district’s directions.

Scripted Directions for Online AzSCI Tests (cont.)

Online Testing Scripted Directions for AzSCI Test

Units 1, 2, and 3



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

Talking during the test unit is not allowed, and you may not discuss the questions or your answers after the test. Cell phones, smart watches, or any other electronic devices are not permitted during the entire test unit. Any student who has a personal electronic device in their possession during this test unit may have their Science test invalidated. If you have a device with you, please put it in your backpack now.

Allow time to remove prohibited devices.

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

Are there any questions?

Answer any questions.

Units 1, 2, and 3



First, you will perform a sound check. You will see the "Sign In" screen on your computer. You will perform a sound check by clicking on the "Test Audio" link on the Sign In screen.

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

Scripted Directions for Online AzSCI Tests (cont.)



Units 1, 2, and 3

Assist any students who are unable to hear the audio.

- 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.
- Ensure that the audio on the computer is not muted. Bluetooth devices are prohibited.

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

Units 1, 2, and 3

SAY Next, you will verify your identification. Verify the testing ticket is yours by checking the First and Last name and Date of Birth. If the testing ticket does not belong to you, raise your hand.

Resolve testing ticket issue.

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 in to the test. On the Sign-In screen, enter the Username and Password from the testing ticket, then click the blue Sign In button.



Scripted Directions for Online AzSCI Tests (cont.)

Verify that all students are signed in.

Units 1, 2, and 3

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

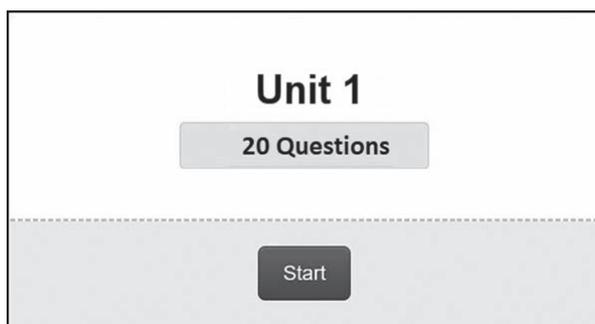


Once all students have verified their name and any needed assistance has been provided, proceed with the directions.

Units 1, 2, and 3

SAY Now you will see the "Unit" screen. Verify that you are in the correct AzSCI test unit [Unit 1, Unit 2, or Unit 3].

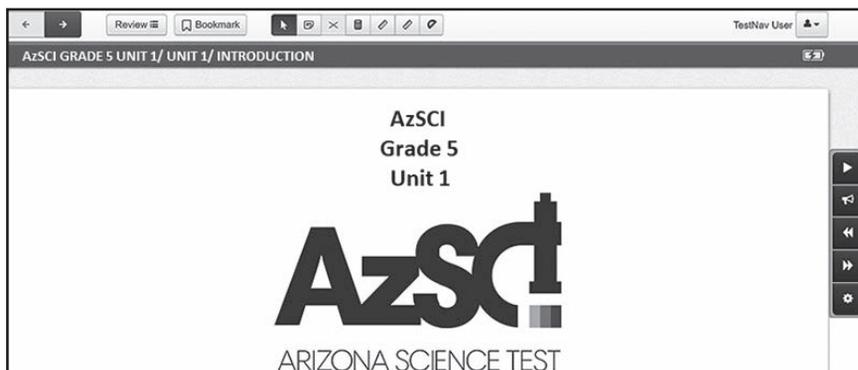
Once you have verified that you are in the correct test unit, click the "Start" button to continue.



The students should be on the Welcome Page of the AzSCI 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.

Scripted Directions for Online AzSCI Tests (cont.)



Units 1, 2, and 3

SAY The tools are located at the top and right hand side of the screen.

Are there any questions?

Answer any questions.

Units 1, 2, and 3

SAY (For Grade 8) At the right of the screen, you will see an “Exhibits” icon. When you click on it, you will see the Periodic Table of Elements. You may use it when necessary by clicking on it.

Units 1, 2, and 3

SAY (For Grade 11) At the right of the screen, you will see an “Exhibits” icon. When you click on it, you will see the Science Formula Reference Guide and the Periodic Table of Elements. You may use them when necessary by clicking on them.

(For Grade 8 and 11) Make sure all students are on the correct screen on their computers. Pause, and then continue.

Continue directions for all grade levels.

Units 1, 2, and 3

SAY At the end of [Unit 1, 2, 3] 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.

Scripted Directions for Online AzSCI Tests (cont.)

SAY The unit **Exit Warning** will show. If you are ready to submit your test to be scored, click the **“Yes”** button.

If you are not ready to submit, do not select the submit button. Once the test unit is submitted it can not be reopened.

The test contains Science questions. Read the stimulus. Then use the information from the stimulus and your knowledge of science to answer the questions that follow.

When you finish, you may go back and check your work for this test unit only. Make sure that you have answered all the questions.

Are there any questions?

Answer any questions.

Units 1, 2, and 3

SAY Now we are going to start the test. If you are not ready to submit, do not select the submit button. Once the test unit is submitted it can not be reopened. If you choose to enable the Text-to-Speech feature, put your headphones on and click on the **“Next”** button to begin.



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

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks “Sign Out” prior to leaving the room. When the student returns to the testing room, the student will sign in again and the Test Administrator will need to resume the student’s test. Refer to the PearsonAccess^{next} User’s Guide for detailed instructions on resuming a student’s test.

Note: As each student finishes the test, collect the student’s scratch paper. Do not allow students to access content 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 session ends:

Scripted Directions for Online AzSCI Tests (cont.)

Units 1, 2, and 3

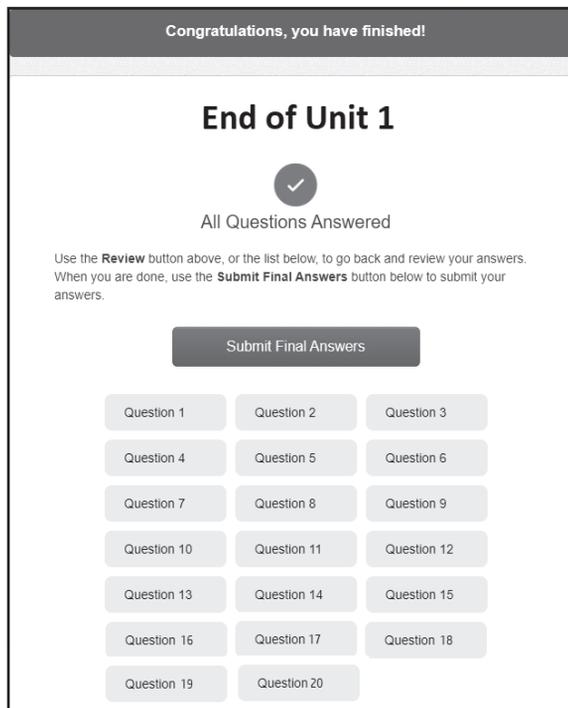
SAY The test session is now over. If you have not finished testing, you will be allowed to continue working, but “Sign Out” at this time.

SAY If you have finished testing and reviewed your answers, you may click the green “Submit Final Answers” button now.

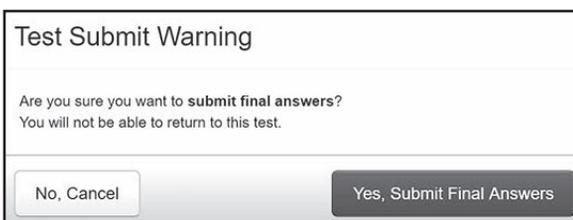
Are there any questions?

Answer any questions.

The student will see the screen below at the end of a unit. The screen below says “End of Unit 1”. This screen shows the unit the student has completed, as well as the number of unanswered questions, and bookmarked questions. The student can click “Review” to review questions in that unit. After students leave the unit, they cannot go back to the unit.



Once the student clicks the “Submit Final Answers” button, the student’s 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 “Submit Final Answers.” Students will receive a warning that they are about to leave this unit.



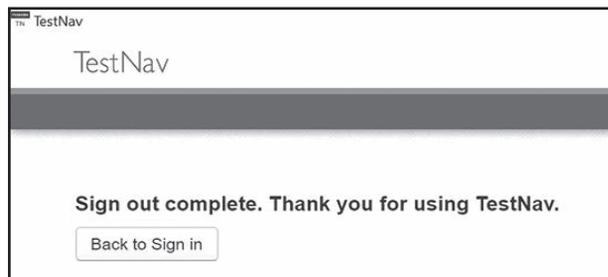
Scripted Directions for Online AzSCI Tests (cont.)

SAY This concludes the test session.

Units 1, 2, and 3

*TestNav displays the “**Test Submit Warning**” screen confirming that the student is ready to exit the test. The warning tells the student that they cannot return to the test after clicking the green “**Yes, Submit Final Answers**” button.*

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



*At the end of the test session, 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.

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

The same rules and procedures apply to Unit 2 and Unit 3 of the AzSCI test.

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

Unit 2 and Unit 3 of the AzSCI test are administered exactly the same way as Unit 1 was administered.

Follow the same steps and procedures as the ones performed in the prior test unit.

Section Six: Scripted Directions for American Sign Language (ASL) AzSCI Tests

Prior to beginning a test unit, verify that all students have appropriate accommodations marked in PearsonAccess^{next}.

To begin, the Test Administrator must:

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

Materials required to administer an AzSCI test:

- AzSCI Test Administration Directions
- Device for the Test Administrator
- Device for each student to be tested with the TestNav application installed
- Each device must have the required headphones, keyboard, and mouse in working order
- “Testing - Do Not Disturb” signs
- Roster of AzSCI eligible students to be tested
- Printed student testing ticket for each student to be tested
- Supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks

AzSCI contains an embedded notepad and calculator for students to utilize. The use of scratch paper is allowed for all parts of the AzSCI test. However, all student responses must be entered in the test’s response space in TestNav. All scratch paper and testing tickets must be collected at the end of the testing unit and securely destroyed following your district’s directions.

Scripted Directions for American Sign Language (ASL) AzSCI Tests

Units 1, 2, and 3



Today, you will be taking the AzSCI test. The AzSCI test is not a timed test. If you have not completed the test at the conclusion of this test session, you will be permitted to continue working. However, you must complete the test by the end of today’s school day.

Cell phones, smart watches, or any other electronic devices are not permitted during the entire test unit. Any student who has a personal electronic device in their possession during this test unit may have their Science test invalidated. If you have a device with you, please put it in your backpack now. If you have a question or need help during the test, raise your hand, and I will come to you.

Are there any questions?

Answer any questions.

SAY We are ready to begin.

Units 1, 2, and 3.

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 testing ticket issue.

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 in to the test. On the Sign-In screen, enter your Username and Password from your testing ticket, then click the blue Sign In button.



The screenshot shows a sign-in interface for TestNav Arizona. At the top, it says "TestNav Arizona". Below that are two input fields: "Username" and "Password". The "Password" field has a small icon on the right side, likely for toggling password visibility. At the bottom of the form is a dark button labeled "Sign In".

Verify that all students are signed in.

Units 1, 2, and 3

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.



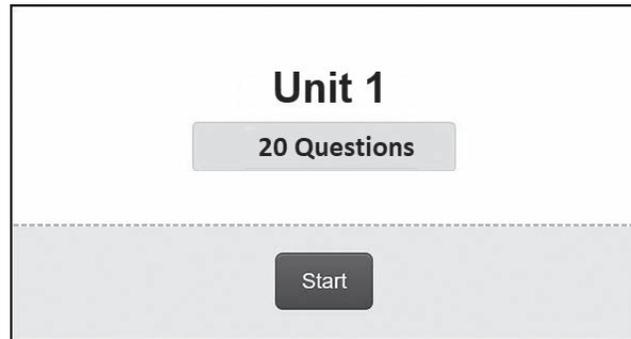
The screenshot shows a welcome screen. At the top, it says "Welcome, TestNav User!". Below that, there is a section titled "AzSCI Grade 5 Unit 1". Underneath this title, it says "There is 1 section. There are 20 questions in section 1." To the right of this text is a dark button labeled "Start »".

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

Units 1, 2, and 3

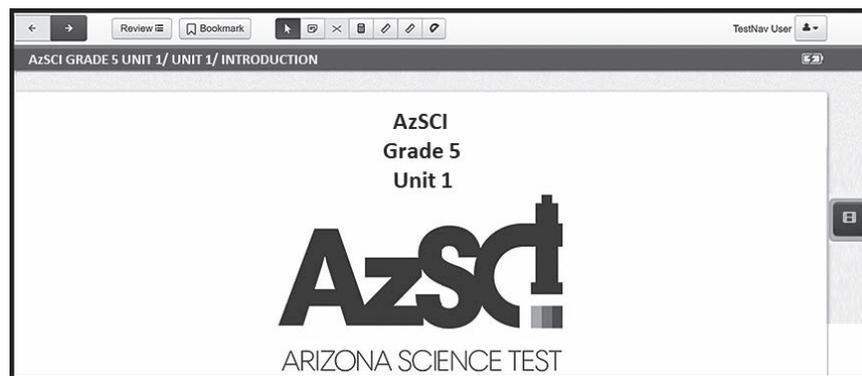
SAY Now you will see the “Unit” screen. Verify that you are in the correct AzSCI test unit [Unit 1, Unit 2, or Unit 3].

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



The students should be on the Welcome Page of the AzSCI 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.



Units 1, 2, and 3

SAY The tools are located at the top and right hand side of the screen.

Are there any questions?

Answer any questions.

Units 1, 2, and 3

SAY (For Grade 8) At the right of the screen, you will see an “Exhibits” icon. When you click on it, you will see the Periodic Table of Elements. You may use it when necessary by clicking on it.

SAY (For Grade 11) At the right of the screen, you will see an “Exhibits” icon. When you click on it, you will see the Science Formula Reference Guide and the Periodic Table of Elements. You may use them when necessary by clicking on them.

(For Grade 8 and 11) Make sure all students are on the correct screen on their computers. Pause, and then continue.

Continue directions for all grade levels.

SAY At the end of Unit 1, 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 at the top of the page to go back and answer or review the questions.

SAY The unit “Exit Warning” will show. If you are ready to submit your test, click the “Yes” button.

If you are not ready to submit, do not select the submit button. Once form is submitted it can not be reopened.

The test contains Science questions. Read the stimulus. Then use the information from the stimulus and your knowledge of science to answer the questions that follow.

When you finish, you may go back and check your work for this test unit only. Make sure that you have answered all the questions.

Are there any questions?

Answer any questions.

SAY Now we are going to start the test. Click on the “Next” button to begin.



*While students are taking the AzSCI test, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.** As students are testing, monitor students’ test progress in PearsonAccess^{next} (refer to the PearsonAccess^{next} User’s Guide for detailed instructions on Monitoring Student’s Test Status).*

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

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks “Sign Out” prior to leaving the room. When the student returns to the testing room, the student will sign in again and the Test Administrator will need to resume the student’s test. Refer to the PearsonAccess^{next} User’s Guide for detailed instructions on resuming a student’s test.

Note: As each student finishes the test, collect the student’s scratch paper. Do not allow students to 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 session ends:

Units 1, 2, and 3

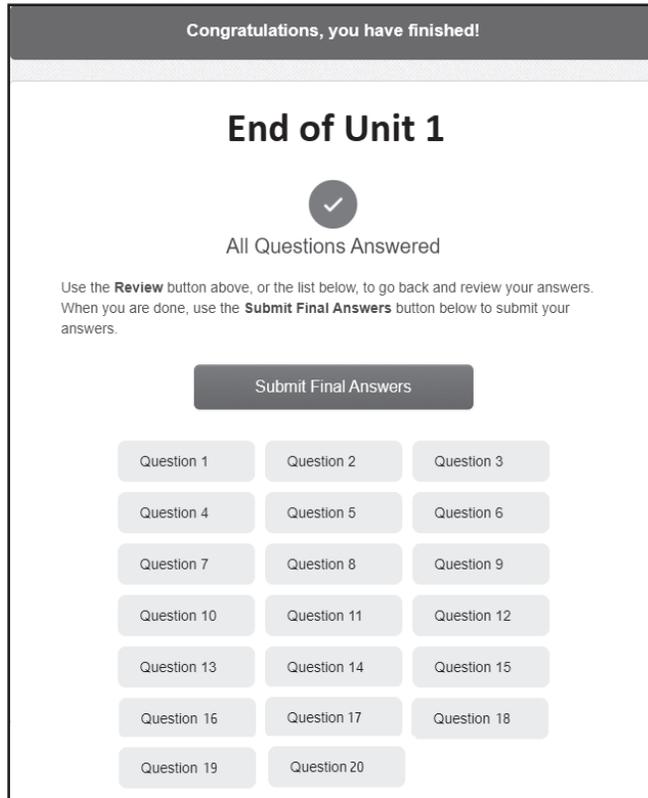
SAY The test session is now over. If you have not finished testing, you will be allowed to continue working, but “Sign Out” at this time.

SAY If you have finished testing and reviewed your answers, you may click the green “Submit Final Answers” button now.

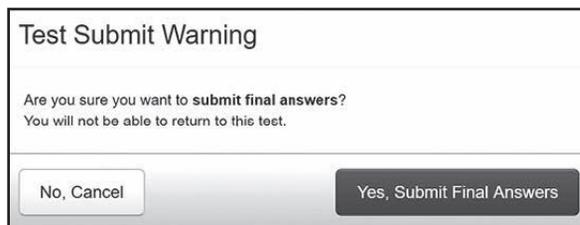
Are there any questions?

Answer any questions.

The student will see the screen below at the end of a unit. The screen below says “End of Unit 1”. This screen shows the unit the student has completed, as well as the number of unanswered questions, and bookmarked questions. The student can click “Review” to review questions in that unit. After students leave the unit, they cannot go back to the unit.



Once the student clicks the “Submit Final Answers” button, the student’s 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 “Submit Final Answers.” Students will receive a warning that they are about to leave this unit.



SAY This concludes the test session.

TestNav displays the “**Test Submit Warning**” screen confirming that the student is ready to exit the test. The warning tells the student that they cannot return to the test after clicking the green “**Yes, Submit Final Answers**” button. When the student clicks “**Yes, Submit Final Answers**”, TestNav logs the student out and displays the **Sign Out Complete** page.



At the end of the test session, 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.

If students are continuing to test on additional units, follow the same steps and procedures as the ones performed in the prior test unit. Following a significant break or on another test day, students must complete the next unit of the test.

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

Section Seven: Special Paper Version Tests

Large Print and Regular-Size Paper Version Tests

The purpose of this section is to assist Test Administrators with the proper administration of the Large Print and Regular-Size Print AzSCI tests.

Test Administrators must provide students using the Special Paper Version tests enough time to complete the AzSCI test 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 test administration process and scripted directions will be covered in a separate document, “Spring 2023 AzSCI Braille Test Administration Directions.”

Special Paper Version test materials include:

- Regular-Size Print Test Book
- Large Print Test Book

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 book. The Test Administrator must record responses directly into TestNav after the student completes the test. **Responses not recorded in TestNav will not be scored.**

Scripted Directions for Special Paper Version Tests (Large Print and Regular-Size Print)

The AzSCI test is administered in three test units.

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.

Materials required to administer Special Paper Version tests:

- *AzSCI Test Administration Directions*
- A “Testing—Do Not Disturb” sign
- Roster of AzSCI eligible students to be tested
- Supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper (Note: students can write directly in test booklets)
- Straight-edged ruler with centimeters and inches
- A four-function calculator for Grade 5 and a scientific calculator for Grades 8 and 11.

Students can record their responses by marking directly on Special Paper Version test books. All responses must be recorded by an adult into TestNav to be scored.

Special Paper Version Scripted Directions for AzSCI Test (Large Print and Regular-Size Print)

Units 1, 2, and 3

SAY Today, you will be taking the AzSCI test. The AzSCI test is not a timed test. If you have not completed the test at the conclusion of this test session, you will be permitted to continue working. However, you must complete the test by the end of today's school day.

Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Cell phones, smart watches, or any other electronic devices are not permitted during the entire test unit. Any student who has a personal electronic device in their possession during this test unit may have their Science test invalidated. If you have a device with you, please put it in your backpack now. If you have a question or need help during the test, raise your hand, and I will come to you.

Unit 1 Only

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 shown on the board.

Units 1, 2, and 3

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

Students must use the same test book for both Unit 1, Unit 2, and Unit 3. Test books must be collected from students at the end of each unit and then handed back out to students when beginning the next unit of the test. There should be a significant break between test sessions.

Units 1, 2, and 3

SAY (For Grade 5) A four-function calculator is allowed during the test.

SAY (For Grade 8) Open your test book to page 3 and look at the Periodic Table of Elements. You may use this at any time during the test. A scientific calculator is also allowed.

SAY (For Grade 11) Open your test book to page 3 and look at the Periodic Table of Elements and the Science Formula Reference Guide. You may use these at any time during the test. A scientific calculator is also allowed.

Unit 2 Only

SAY Verify that the name on the cover of your test booklet is your name. Open your test books to:
Grade 5 - page 46; Grade 8 - page 48; and Grade 11 - page 46.

Students should be on the page that reads "Unit 2".

For Unit 3 Only

Verify that the name on the cover of your test booklet is your name. Open your test books to:
Grade 5 - page 74; Grade 8 - page 82; and Grade 11 - page 86.

Students should be on the page that reads "Unit 3".

Units 1, 2, and 3

SAY The test book contains Science questions. Read the stimulus. Then use the information from the stimulus and your knowledge of science to answer the questions that follow. You may write in your test book, and you must mark all your answers in the test book.

When you finish the Science test, you will see the stop sign.

Stop 

SAY When you see the stop sign, you may go back and check your work for this unit only. Check to be sure that every question in the test book has been answered.

When you finish checking your work, close your test book. Raise your hand, and I will collect your test book.

You must remain silent until the conclusion of the testing session. This is not a timed test. However, you must complete the Science test unit by the end of the school day.

Are there any questions?

Answer any questions.

SAY You may now begin.

Section Eight: After AzSCI 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 session is complete; however, students can have lunch brought to them, if necessary.

For Online testing:

- If a student continues working on the current computer, they can continue to test.
- If a student must be moved to another computer or room, they must sign out of their test session before moving to another computer or room. The Test Administrator will have to “**Resume**” the student’s test session.

Ending Online Testing

When a student has finished testing, Test Administrators should verify that the student has submitted their test and then collect any and all secure materials including testing tickets and scratch paper. Test Administrators can verify that a test has been submitted by checking the student Status column in the TestNav system for a status of “Submitted.” Refer to the *AzSCI PearsonAccess^{next} User’s Guide* for more details on checking test statuses.

Once a student has submitted their test and returned any scratch paper, they may read novels silently while waiting for the scheduled test session 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 session.

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

Marking Non-Embedded Test Accommodations

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

Special Paper Version Test

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

Entering Student Responses into TestNav

After each student has completed the AzSCI test, the student AzSCI test responses must be entered in TestNav.

All test books must be returned to the District Test Coordinator. All student responses must be entered in 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.**

On the **Sign In** screen, the Test Administrator will enter the students' Username and Password as provided on the **Testing Ticket**, then will click the blue **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.

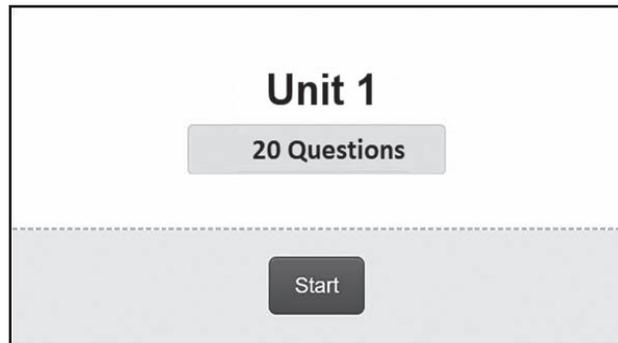
The Test Administrator will see the TestNav **User Welcome Screen**.

TestNav Welcome Screen



Click the blue **Start** button.

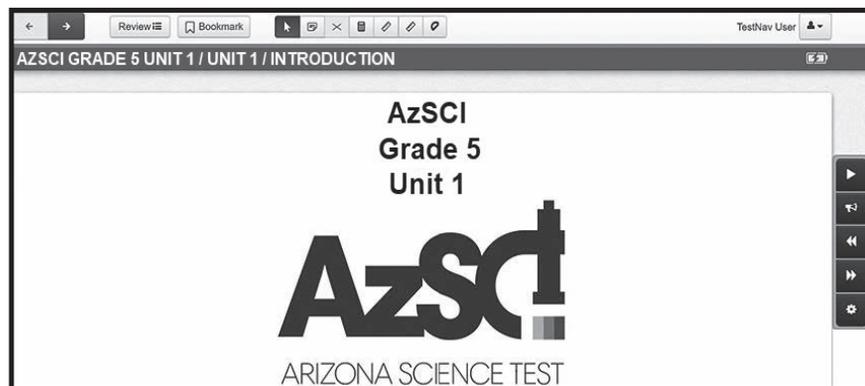
Unit 1



The AzSCI Special Paper Version test is administered in three units. There is one test session for each unit.

Click the blue **Start** button to continue.

AzSCI Test Screen

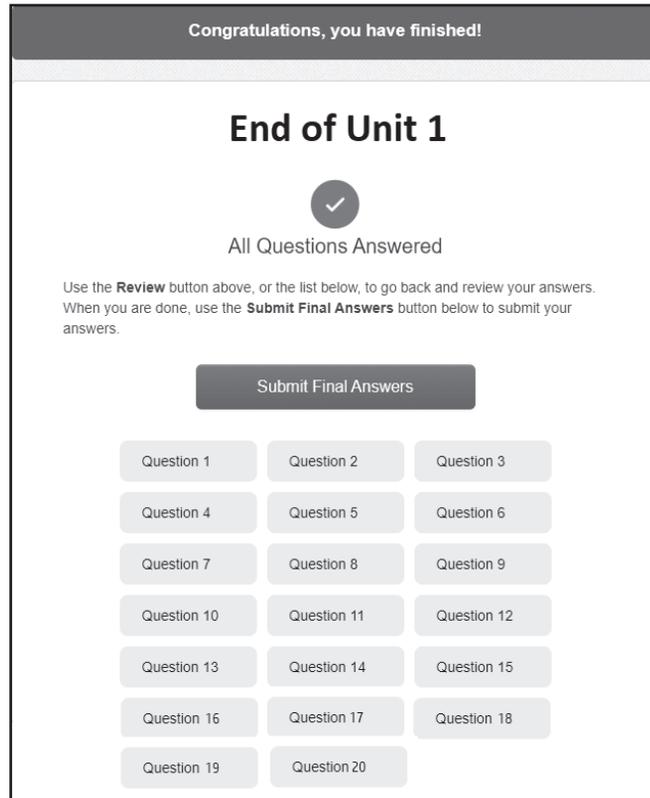


The first three questions will relate to information about the Test Administration and key entry. The Test Administrator will first respond to these questions and then proceed to entering the student responses from the test book into the online test in TestNav.

Student responses must be entered in TestNav by clicking on the radio button next to the answer as the student marked on their Special Paper Version test book.

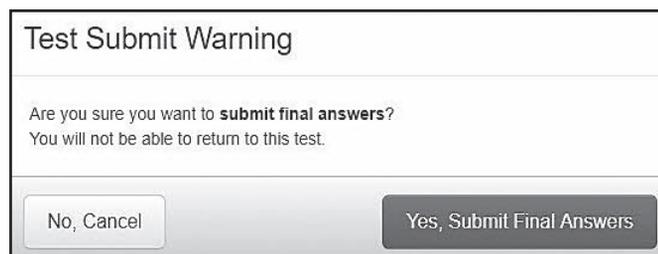
Please note, when key entering student responses into TestNav for Unit 2 and Unit 3, the items in the test book will have continuous numbering from Unit 1, but in TestNav, the item numbering will restart at 1. Ensure the student responses are being entered into the correct item for scoring.

Once the student responses have been entered for a unit, the Test Administrator will see the “End of Unit” screen. This screen shows the unit has been completed, as well as the number of unanswered questions, questions answered, and bookmarked questions. After the Test Administrator leaves the unit, they cannot go back to that unit.



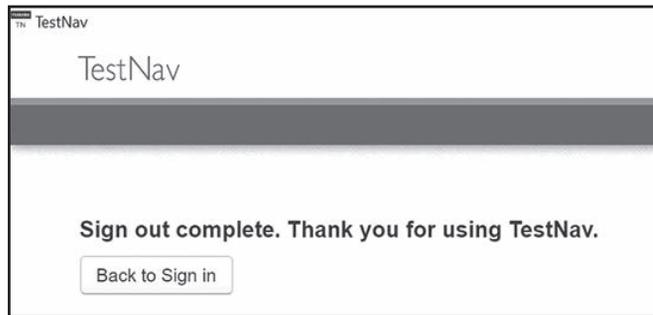
Note: Once the Test Administrator clicks the **Submit Final Answers** button, the test opportunity will end, and the Test Administrator will not be able to continue the test. This unit of the AzSCI test cannot be reopened once the Test Administrator clicks **Submit Final Answers**.

To submit the answers, click on the green **Yes, Submit Final Answers** button.



The Test Administrator will see the **Test Submit Warning**. This warning confirms that they are ready to exit the test. The warning tells the Test Administrator that they cannot return to the test after clicking the green **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**.



Next, the Test Administrator will enter in TestNav the Unit 2 and Unit 3 responses the student marked on their Special Paper Version test book. The Test Administrator will follow the same steps and procedures as the ones performed in the prior test unit.



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