

## Scripted Directions for Online AASA Tests – Available Tests Screen

### ELA Grades 4–8 and Math Grades 3–8

#### General Information for the Online AASA Tests – Available Tests Screen

##### Signing Into TestNav

When it is time to enter the testing platform, there are some specific directions that the Test Administrator and students must be aware of prior to logging into TestNav, as some TestNav screens will differ by subject and grade as detailed below.

##### **Directions for ELA Grade 3, All test units:**

The ELA Grade 3 test units (Writing, Reading Unit 1, Reading Unit 2, and Oral Reading Fluency test) will not display the “Available Tests” screen. The TestNav “Sign In” screen will be used to log into the test.

##### **Directions for ELA Grades 4–8 and Math Grades 3–8, All test units:**

Upon initial login to TestNav, the student (or Test Administrator if assisting with entering student responses into TestNav for Special Paper Version (SPV) tests), will enter the student Username and Password on the “Sign In” screen as provided on the Secure Testing Ticket, then will click the “Sign In” button. After each test unit, the “Available Tests” screen will display. From this screen, the student (or Test Administrator if assisting with entering responses into TestNav for SPV tests) can launch the student’s test that has been previously unlocked in PearsonAccess<sup>next</sup>. Refer to the *PearsonAccessnext User’s Guide* for detailed instructions on how to unlock a test unit.

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.

After pages 16, 23, 38, and 46 of the AASA Test Administration Directions, continue reading the scripted directions below:

Instructions for pages 17, 24, 39, 47

The first time the student logs into TestNav, or if they are continuing testing on another test day, they will see the TestNav login screen that has the “Test Audio” link. Upon taking the next test unit on the same test day, they will no longer see this screen as they will be routed to the “Available Tests” screen. Students will still be able to adjust their sound settings within TestNav.

If this is the first time the student logs into TestNav, or if they are continuing testing on another test day, continue with directions found inside of the dotted box. Otherwise, skip to the SAY directions below this dotted box.

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

<b>SAY</b>	<p><b>We are ready to begin. You will see the “Sign In” screen on your computer.</b></p> <div style="border: 1px dashed black; padding: 10px; margin: 10px 0;"><p><i>[For Computer-Based Testing only, say:]</i> <b>You will perform a sound check by clicking on the “Test Audio” link found at the bottom of the “Sign In” screen. You will put on your headphones. When you hear the sound, remove your headphones for more directions. Raise your hand if you did not hear the sound.</b></p></div> <div style="text-align: center; margin: 10px 0;"></div> <p style="text-align: center; font-size: small;">© Pearson Education, Inc. 2019</p>
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*For Computer-Based Testing only:*

Assist any students who are unable to hear the audio.

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

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

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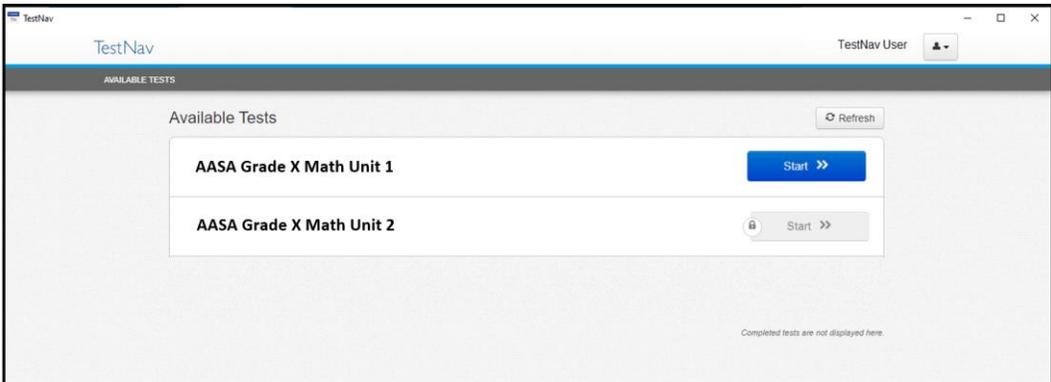
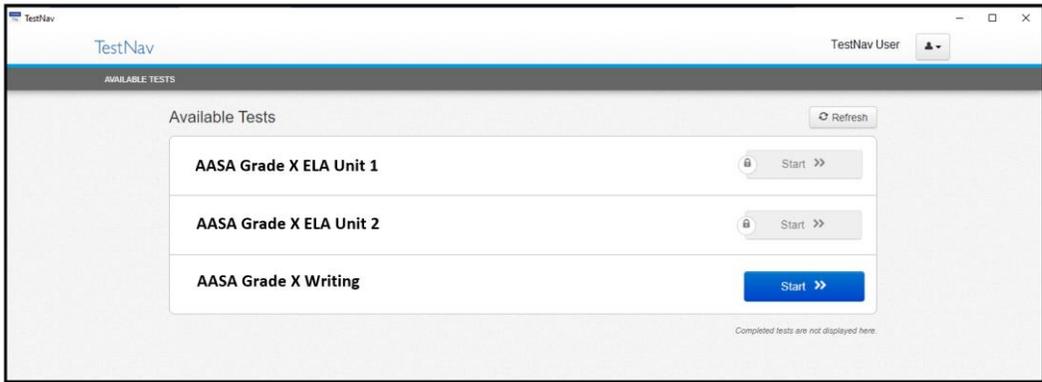
Resolve any testing ticket issues.

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

**After pages 17, 24, 39, 47, and 53 of the AASA Test Administration Directions, continue reading the scripted directions below:**

**Instructions for pages 17.1, 24.1, 39.1, 47.1, 53.1**

<p><b>SAY</b></p>	<p><i>[If this is the first time the student is logging in for testing, or if they are continuing testing on another test day, they will be on the TestNav “Sign in” screen. Say:]</i></p> <p><b>You will now sign into the test from the TestNav “Sign in” screen. Enter your Username and Password from your testing ticket, then click the blue “Sign in” button. Now, you will see the “Available Tests” screen. Next, click on the blue “Start” button.</b></p> <p><i>[If student completed a previous test unit, and continues testing on the same test day, the “Available Tests” screen will display. Say:]</i></p> <p><b>You will see the “Available Tests” screen. Click on the blue “Start” button.</b></p>
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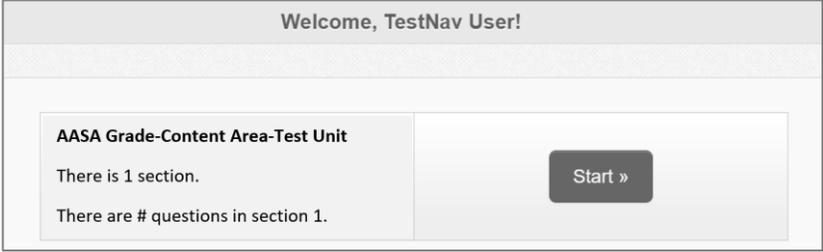
**Scripted directions continue on the next page 18, 25, 40, 48, 54. Please turn the page.**

*Instructions for pages 18, 25, 40, 48, 54 (continued)*

Verify that all students have launched the test and are now on the "Welcome" screen.

**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.

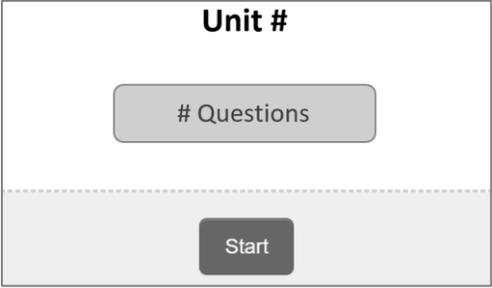
There are # questions in section 1.

Start »

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

**SAY**

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



Unit #

# Questions

Start

*After reading these scripted directions, continue with the directions from the AASA Test Administration Directions.*

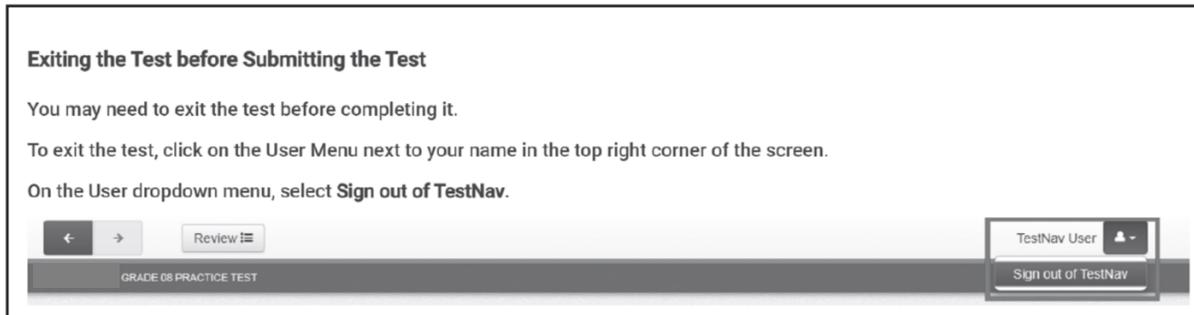
**After pages 21, 28, 43, 51, and 57 of the AASA Test Administration Directions, continue reading the scripted directions below:**

**Instructions for pages 22.1, 29.1, 44.1, 52.1, 58.1**

**Sign Out and Continue Testing:**

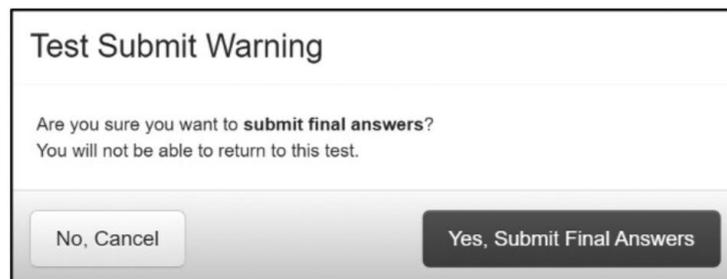
At the end of the test unit, identify those students who require additional time to complete the test. Verify that these students have not completed their test and have the student “Sign Out” of the test unit.

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



**Submit Final Answers:**

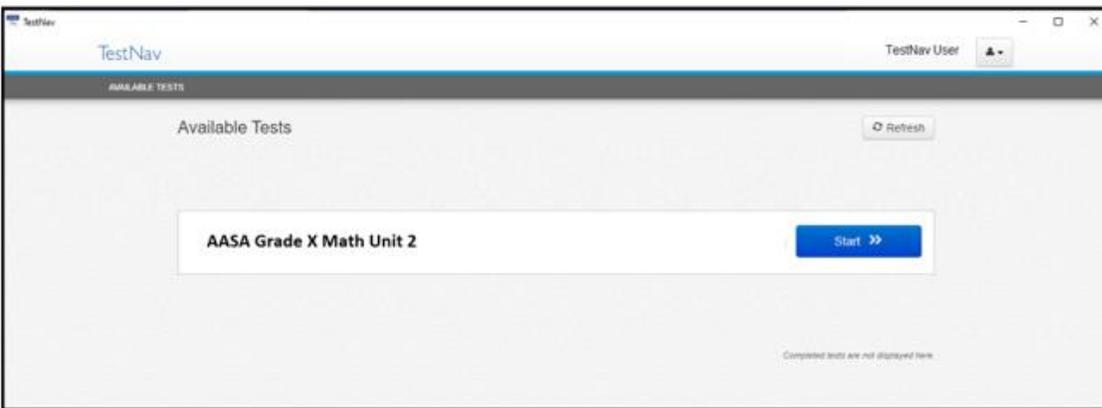
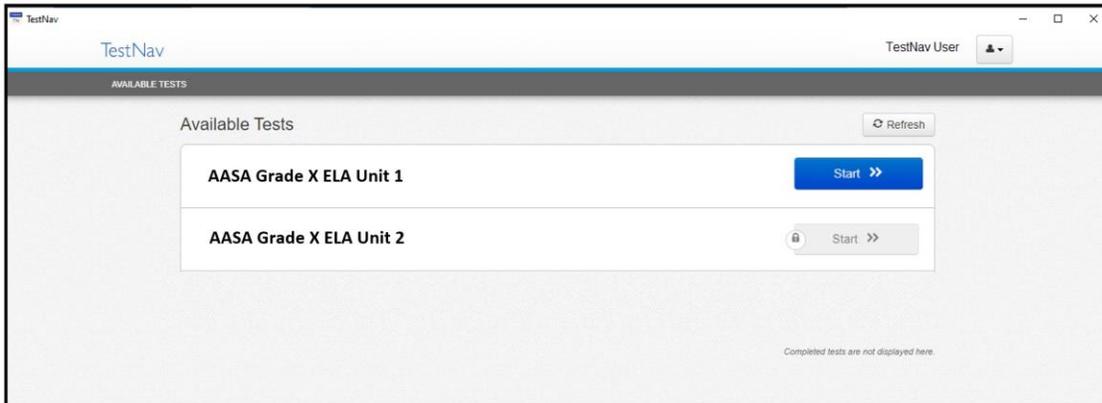
Once the student clicks the “Submit Final Answers” button, the screen “Test Submit Warning” will display to confirm that the student is about to leave this unit. Once the student selects the “Yes, Submit Final Answers” button on this warning screen, the test opportunity will end, and the student will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



When the student clicks “Yes, Submit Final Answers,” the student is routed back to the “Available Tests” screen. At this point, the Test Administrator can unlock the next test unit in PearsonAccess<sup>next</sup>, the student can click the “Refresh” button and the “Start” button will activate. The student does not have to sign in again to continue. If testing will not continue, the student should be instructed to sign out of TestNav.

**Scripted directions continue on the next page. Please turn the page.**

**Instructions for pages 22.1, 29.1, 44.1, 52.1, 58.1 (continued)**



**If you continue testing the next test unit within the same testing day:**

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

At the end of the test unit, the student is routed back to the "Available Tests" screen. At this point the Test Administrator can unlock the next unit in PearsonAccess<sup>next</sup>, the student can click the "Refresh" button and the "Start" button will activate. The student does not have to sign in again to continue. If testing will not continue, the student should be instructed to sign out of TestNav.

**To continue testing on the next test unit:**

 <p><b>SAY</b></p>	<p><b>Click the "Refresh" button. Then, click the "Start" button to launch the next test unit. Once you complete the test unit, you will be routed back to the "Available Tests" screen.</b></p>
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Once testing is completed for the day, collect all test materials from the students. All testing tickets should be treated as secure documents and must be accounted for at the end of each test unit. **Missing test materials must be located prior to dismissing students.** All test materials must be kept in **secure, locked storage.**

***This is the last page of the test unit.***

**After page 52 of the AASA Test Administration Directions, continue reading the scripted directions below:**

**Scripted Directions for Grades 7–8 Math Unit 2 – Instructions for page 53.1**

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

The first time the student logs into TestNav, or if they are continuing testing on another test day, they will see the TestNav login screen that has the “Test Audio” link. Upon taking the next test unit, they will no longer see this screen as they will be routed to the “Available Tests” screen. Students will still be able to adjust their sound settings within TestNav.

If this is the first time the student logs into TestNav, or if they are continuing testing on another test day, continue with directions found inside of the dotted box.

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

<b>SAY</b>	<p>We are ready to begin. You will see the “Sign In” screen on your computer.</p> <div style="border: 1px dashed gray; padding: 10px; margin: 10px 0;"><p><i>[For Computer-Based Testing only, say:]</i></p><p><b>You will perform a sound check by clicking on the “Test Audio” link found at the bottom of the “Sign In” screen. You will put on your headphones. When you hear the sound, remove your headphones for more directions. Raise your hand if you did not hear the sound.</b></p></div> <div style="text-align: center; margin: 10px 0;"></div> <p style="text-align: center; font-size: small;">© 2020 Pearson Education, Inc. All rights reserved.</p>
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*For Computer-Based Testing only:*

Assist any students who are unable to hear the audio.

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

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

**After reading these scripted directions, continue with the directions from the AASA Test Administration Directions.**

## Signing into TestNav–

*After page 85 of the AASA Test Administration Directions, continue reading the scripted directions below:*

### *Instructions for page 86.1*

#### **Signing Into TestNav**

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

**There are some specific directions that the Test Administrator must be aware of prior to entering the student’s responses into TestNav, as some TestNav screens will differ by Subject and Grade as detailed below.**

#### **Directions for ELA Grade 3, All test units:**

The ELA Grade 3 test units (Writing, Reading Unit 1, Reading Unit 2, and Oral Reading Fluency test) will not display the “Available Tests” screen. The TestNav “Sign In” screen will be used to log into the student’s test.

#### **Directions for ELA Grades 4–8 and Math Grades 3–8, All test units:**

Upon initial login to TestNav, the Test Administrator will enter the student’s Username and Password on the “Sign In” screen as provided on the Secure Testing Ticket, then will click the “Sign In” button. After each test unit, the “Available Tests” screen will display. From this screen, the Test Administrator can launch the student’s test that has been previously unlocked in PearsonAccess<sup>next</sup>. Refer to the *PearsonAccess<sup>next</sup> User’s Guide* for detailed instructions on how to unlock a test unit.

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.

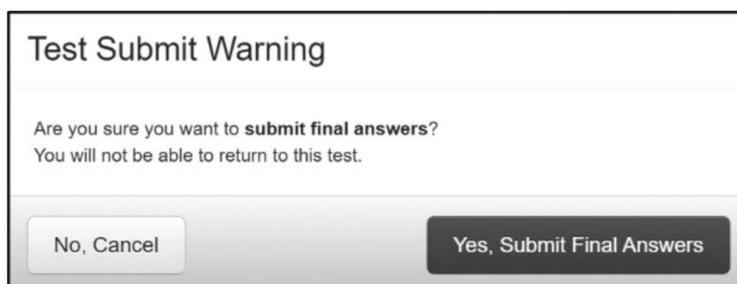
*Continue reading the scripted directions from pages 87-88 of the AASA Test Administration Directions.*

## Entering Student Responses into TestNav–

*After page 88 of the AASA Test Administration Directions, continue reading the scripted directions below:*

### *Instructions for page 89.1*

**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.

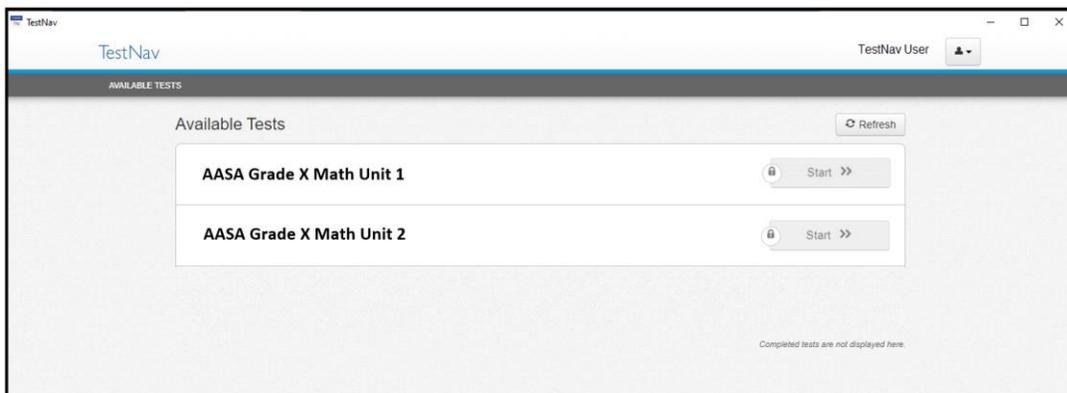
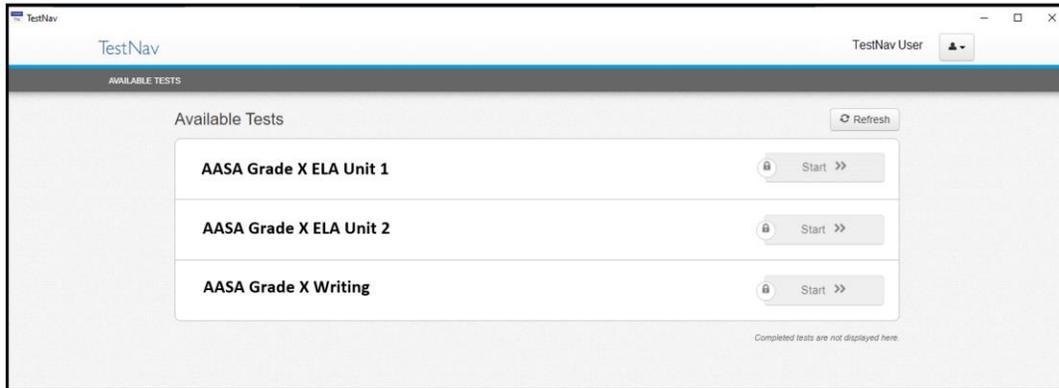


The image shows a dialog box titled "Test Submit Warning". The text inside the dialog box reads: "Are you sure you want to submit final answers? You will not be able to return to this test." At the bottom of the dialog box, there are two buttons: "No, Cancel" on the left and "Yes, Submit Final Answers" on the right. The "Yes, Submit Final Answers" button is highlighted in a darker color.

*Once the Test Administrator has completed entering the student’s responses for a test unit and clicks “Yes, Submit Final Answers,” the Test Administrator will be routed back to the “Available Tests” screen.*

*Scripted directions continue on the next page. Please turn the page.*

**Instructions for page 89.1 (continued)**



**After Testing**

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

***This is the last page of this section.***