Scripted Directions for Online AASA Tests – Available Tests Screen

ELA Grades 4–8 and Math Grades 3–8

Instructions for page 66.1

After page 65 of the AASA Test Administration Directions, continue reading the scripted directions below:

SAY	**We are ready to begin.** **Verify the testing ticket is yours by checking the First and Last name and your Date of Birth. If the testing ticket does not belong to you, raise your hand.**

Resolve any testing ticket issues.

If any student information is incorrect, the student must not proceed with testing. The student's information must be corrected in PearsonAccess^next. A new testing ticket must be printed for the student.

SAY	**You will now sign into the test. Enter your Username and Password from your testing ticket, then click the blue Sign in button.**

Verify that all students are signed in.

The "Available Tests" screen will display. From this screen, the student can launch the test unit that has been unlocked for them in PearsonAccess^next. Refer to the PearsonAccess^next User's Guide for detailed instructions on how to unlock a test unit.

SAY	**Now, you will see the "Available Tests" screen.**

SAY	**Click the "Start" button to launch the test. Once you complete the test unit, you will be routed back to the "Available Tests" screen.**

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

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

Continue reading the scripted directions from pages 67-69 of the AASA Test Administration Directions.

Instructions for page 70.1

After page 69 of the AASA Test Administration Directions, continue reading the scripted directions below:

Sign Out and Continue Testing:

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

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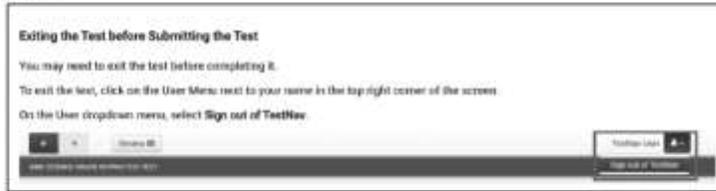
Submit Final Answers:

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^next, 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.

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.

To continue testing on the next test unit:

SAY	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.

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 this test unit.

Signing into TestNav – Instructions for page 73.1

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^next 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^next. Refer to the *PearsonAccess^next 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.
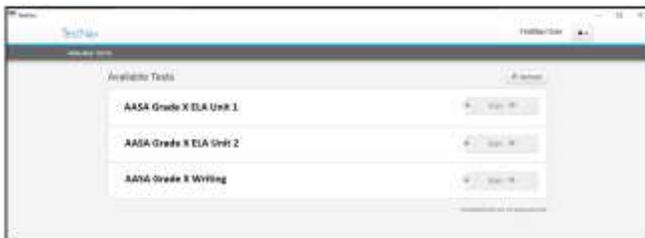
Entering Student Responses into TestNav – Instructions for page 76.1

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.

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