Spring 2024

AzSCI
ARIZONA SCIENCE TEST

GRADES 5, 8, *and* 11
AzSCI
Test Coordinator's Manual

Test Coordinator's Name

AZ00004150

Pearson

Table of Contents

Acronym Reference Guidance

The following acronyms are referenced throughout this manual.

- ASL: American Sign Language
- SPV: Special Paper Version

General Testing Information

Arizona's Science Test (AzSCI) is the statewide Science test for Arizona students in Grades 5, 8, and the 11th grade cohort. Students in the 11th grade cohort (Cohort 2025) will participate in AzSCI testing regardless of actual grade level or courses completed or enrolled in.

The AzSCI tests are standardized exams and must be administered exactly as directed in the *Spring 2024 AzSCI Test Coordinator's Manual* and the *Spring 2024 AzSCI Test Administration Directions*. Achievement District Test Coordinators must review the *Spring 2024 AzSCI Test Coordinator's Manual* and the *Spring 2024 AzSCI Test Administration Directions* well in advance of training School Test Coordinators and Test Administrators and before administering the tests. Achievement District Test Coordinators are responsible for ensuring the appropriate and correct administration of the AzSCI test in all schools within the district or under the same charter.

AzSCI is an untimed, online test consisting of three test units per grade level. Pearson is the test vendor for the AzSCI test and the provider of the online platform. Students will be testing on the TestNav platform.

Spring 2024 AzSCI Test Window: March 18, 2024 - April 12, 2024

Available Resources for the Test

To provide the appropriate oversight of all Spring 2024 AzSCI testing, Achievement District Test Coordinators must be familiar with the content of this manual and the content of the following additional resources:

* *Spring 2024 AzSCI Test Administration Directions*
* *Arizona Accommodations Manual*
  http://www.azed.gov/assessment/accessibility
* *PearsonAccess^next User's Guide*
* *TestNav Online User's Guide*
  https://support.assessment.pearson.com/TN/set-up-and-use-testnav-16908318.html

Electronic copies of the *AzSCI Test Administration Directions, AzSCI Test Coordinator's Manual,* and *PearsonAccess^next User's Guide* are available in the **Support > Documentation** section of PearsonAccess^next *(https://pearsonaccessnext.com/)*. Paper copies of the *Spring 2024 AzSCI Test Coordinator's Manual* and the *Spring 2024 AzSCI Test Administration Directions* are not shipped to districts and charters automatically. Paper copies of these manuals may be requested during the Additional Order window **(Monday, February 26, 2024 - Thursday, April 4, 2024)**. Test Administrators and Proctors are expected to read all of the *Spring 2024 AzSCI Test Administration Directions* prior to testing.

The *Spring 2024 AzSCI Test Coordinator's Manual* and the *Spring 2024 AzSCI Test Administration Directions* are not secure test materials. Any printed copies may be kept in classrooms or other nonsecure locations and do not need to be returned to Pearson. They may be discarded locally after testing.

Responsibilities of the Achievement District Test Coordinator

The Achievement District Test Coordinator is responsible for the correct administration of AzSCI testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct the AzSCI test administration in the schools. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators. However, the Achievement District Test Coordinator assumes ultimate responsibility.

Responsibilities of the Achievement District Test Coordinator include:

Before Testing

☐ Submit to Arizona Department of Education (ADE) a copy of the *2023-2024 Assessment Test Coordinator and Security Agreement. (By Fall 2023 and any time there is an update to the Achievement District Test Coordinator)*

☐ Submit documentation to ADE for any students who require a Special Paper Version (SPV) or American Sign Language (ASL) test. *(Fall/Winter 2023-2024)*

☐ Complete Achievement District Test Coordinator training. *(Winter 2023-2024)*

☐ Ensure that all appropriate school personnel have access to PearsonAccess^next with the correct user role. *(Winter/Spring 2023-2024)*

☐ Verify student enrollments in PearsonAccess^next from ADE's upload of students, and add student enrollments, as needed. *(Winter/Spring 2023-2024)*

☐ Train Test Administrators on test administration procedures, test security procedures, and Test Administrator responsibilities. *(Winter/Spring 2023-2024)*

☐ Obtain and locally store signed copies of the *2023-2024 Achievement Tests Staff Security Agreement* forms for all staff members who will administer, proctor, be in contact with testing materials, or have access to the testing environment. *(Winter/Spring 2023-2024)*

☐ Implement and maintain security procedures within the district/charter and school(s).

☐ Establish campus protocol, including sign in/out sheets, for entering and exiting the testing environment.

☐ Schedule testing activities within the district or charter schools.

☐ Communicate the schedule to Test Administrators and district/charter personnel, as applicable.

☐ Ensure that devices to be used for testing are ready.

☐ Ensure that students have had appropriate practice with the AzSCI Sample Tests.

☐ Work with Test Administrators to prepare sites where testing will take place by removing or covering visual aids and printing "Testing-Do Not Disturb" signs for doors.

☐ Arrange for a sufficient supply of scratch paper, pencils, and erasers.

☐ Prepare and securely store secure test materials, including secure testing tickets for each eligible student. Securely shred any testing tickets for students who have withdrawn or who are eligible for the Alternate Assessment.

☐ Create a record for all testing units that includes the time and date of the testing unit, the name of the Test Administrator, and the names of all participating students.

☐ Answer questions from School Test Coordinators, Technology Coordinators, and Test Administrators, and if necessary, escalate by contacting Pearson or ADE.

☐ Arrange for a supply of wired headsets for students to use for Text-to-Speech within the AzSCI test units.

Additional Responsibilities for Special Paper Version (SPV) Tests

☐ Submit a request for an SPV test to ADE, if necessary. For more information about submitting SPV test requests, refer to ADE's *2023-2024 Special Paper Version Test Request Process* document at *https://www.azed.gov/assessment/achievement-dtcs* and the *Special Paper Version (SPV) Test Accommodations* section of this manual. ADE will create an SPV test session in PearsonAccess^{next} for any student(s) with an approved SPV test and will move the student(s) into the SPV test session prior to testing. ADE will also place an order for approved SPV tests at the beginning of the Additional Order window. **Note:** This does not apply to schools approved to administer AzSCI paper tests in the entire school.

☐ Ensure the School Test Coordinator or qualified Test Administrator has a working device with the latest version of the TestNav application installed, which will be used in conjunction with the student SPV test booklet.

☐ Arrange delivery, distribution, and the return of secure and nonsecure testing materials.

☐ Ensure that Test Administrators are familiar with instructions for administering SPV tests, which are included in the *Spring 2024 AzSCI Test Administration Directions* and the *Spring 2024 AzSCI Test Administration Directions for Special Paper Version (SPV): Braille.* This includes transfer of student responses from SPV tests into TestNav by the end of the test window.

☐ Ensure PearsonAccess^{next} access for users who will transfer student responses from SPV test booklets into TestNav.

During Testing

☐ Ensure that test security procedures and test administration procedures are followed.

☐ Maintain a record for all test units that includes the time and date of the test unit, the name of the Test Administrator, the test administered, and the names of all participating students.

☐ For any needed testing accommodations, School Test Coordinators and qualified Test Administrators must be familiar with the features available during testing, ensure that they are functioning appropriately, and document the use of permitted accommodations.

☐ Ensure that all School Test Coordinators, Technology Coordinators, and Test Administrators are following test security protocol for secure materials.

☐ Continuously monitor assessment activities at all school and district testing sites.

☐ Report any testing irregularities into PearsonAccess^next. Additional information about submitting testing irregularities can be found under the *AzSCI Test Irregularity Process* section in this manual.

☐ Monitor test completion to ensure all students are tested.

After Testing

☐ Account for all secure testing tickets and other secure materials before secure disposal at the school or district. Having testing tickets that are unaccounted for is considered a testing irregularity.

☐ Ensure the secure disposal of all used scratch paper.

☐ Ensure the local disposal of the *Spring 2024 AzSCI Test Coordinator's Manual* and the *Spring 2024 AzSCI Test Administration Directions* for both the district and the schools.

Additional Responsibilities for Special Paper Version (SPV) Tests

☐ Verify that students with SPV tests have their responses entered **exactly** as the student recorded on the SPV test booklet into the TestNav system, by a qualified Test Administrator, by the end of the test window. Test responses not entered by the end of the test window will not be scored.

☐ Return to Pearson all secure SPV test materials as Nonscorable materials. Secure materials include all SPV test booklets, including Braille, large print, and regular print SPV tests. Additionally, all materials from a student Braille kit are secure materials to be returned as Nonscorable, with the exception of Sticky Dots and Wikki Stix.

☐ Ensure that all SPV test materials are picked up by UPS no later than **April 16, 2024.**

Procedures for Test Administration

Test Administrators

The Achievement District Test Coordinator is responsible for assigning Test Administrators and, if needed, Proctors for each group of students testing and for each testing room. Test Administrators and Proctors **must** be employees of the school or district and **must** be trained in the correct test administration and test security procedures. Proctors may also be assigned to assist Test Administrators. All Test Administrators and Proctors must sign a *2023-2024 Achievement Tests Staff Security Agreement* form.

Only authorized personnel are permitted to be in the testing room(s) during the administration of the test. Parents, relatives, student teachers, volunteers, and school helpers are not permitted to be in the testing room. District or school staff who have relatives being administered the test are not permitted to be in the testing room while their relative is testing. Having unauthorized people in the test room during test administration is an ethical test violation.

Students to Be Tested

Arizona students in grades 5, 8, and the 11th grade cohort (Cohort 2025) will participate in the AzSCI test administration.

Students with significant cognitive disabilities whose current Individualized Education Program (IEP) designates them as eligible for the alternate assessment, the Multi-State Alternate Assessment (MSAA), should not be administered the AzSCI test. Achievement District Test Coordinators should work with Alternate Assessment District Test Coordinators and with appropriate district or charter school 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 the 11th grade cohort (Cohort 2025) will participate in AzSCI testing.

Test Administration Schedule

The Achievement District Test Coordinator is responsible for communicating the test administration schedule to the appropriate school and district personnel, including Test Administrators, as well as to students and parents/guardians. Administering AzSCI tests on dates other than those shown is not permitted. The table in this section lists the test administration schedule and guidelines for AzSCI testing. Assessment test windows will not be extended for any reason.
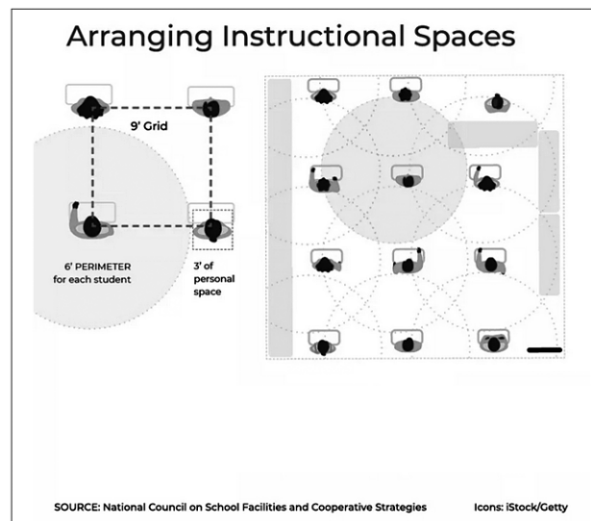
- AzSCI consists of three test units for students in Grades 5, 8, and the 11th grade cohort (Cohort 2025). Students must receive a valid score on each test unit in order to receive an AzSCI score.

- AzSCI test units are untimed. The estimated times shown are for planning purposes only.

- Schools within the district are not required to administer AzSCI tests on the same day. Also, students in Grades 5, 8, and 11 do not have to take Unit 1, Unit 2, and Unit 3 on the same day.

- A test unit must be completed by the end of the regularly scheduled school day. **Do not start the test unit unless there is sufficient time to complete the testing session.**

- Students may **not** return to a previous test unit once they have moved on to the next unit.

AzSCI Test Online Administration	
Test Window: **Monday, March 18, 2024 - Friday, April 12, 2024** Student responses from Special Paper Version (SPV) tests must also be entered into TestNav no later than **April 12, 2024**.	
Grade(s)	**Unit(s) - Estimated Time**
5, 8, and the 11th grade cohort (Cohort 2025)	3 units (Unit 1, Unit 2, Unit 3) 60-90 minutes each 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. When two or three test units are scheduled on the same day, there must be a significant break of 15-45 minutes between units.

Testing Locations

AzSCI tests are to be administered in person at Arizona schools. Schools administering AzSCI tests at locations other than school property, such as a public library, hotel meeting room, or conference center, must provide addresses for all such off-site test locations to AzSCI@azed.gov prior to testing. AzSCI tests cannot be administered remotely and cannot be administered outside of the state of Arizona.

The Achievement District Test Coordinator is responsible for determining the suitability of each testing room location. Each testing room must provide a quiet, comfortable, and distraction-free environment. Visual aids displayed in the testing room that could assist students while testing must be removed or covered completely. Seating should be arranged so that students are not tempted to look at the answers of others or create distractions due to close proximity.

Arranging Instructional Spaces

9' Grid

6' PERIMETER for each student

3' of personal space

SOURCE: National Council on School Facilities and Cooperative Strategies   Icons: iStock/Getty

Required Test Materials

Achievement District Test Coordinators are responsible for ensuring that each testing room location, each School Test Coordinator, and each Test Administrator has the appropriate test materials to administer the AzSCI tests correctly.

- ☐ Wired headphones for students to use with Text-to-Speech within the test (wireless headphones are prohibited).
  - For students who require hearing aids and amplification with a Bluetooth connection, please contact ADE at AzSCI@azed.gov for guidance.
- ☐ *Spring 2024 AzSCI Test Administration Directions* (either electronic or hard copy)
- ☐ Device for the Test Administrator
- ☐ Device for each student to be tested with the latest version of the TestNav application installed
- ☐ Each device must have the required headphones, keyboard, and mouse and be in working order
- ☐ "Testing-Do Not Disturb" signs
- ☐ Roster of AzSCI eligible students to be tested
- ☐ Printed secure testing ticket for each student to be tested
- ☐ Supply of sharpened pencils with erasers
- ☐ Blank, lined, or graph scratch paper (whiteboards are prohibited)
- ☐ Sign in/out log for entering and exiting the test environment

Students may use scratch paper during all AzSCI test units, but their responses must be entered in TestNav in order to be scored. In the case of SPV tests, the Test Administrator will need to ensure the student's responses are entered in TestNav by **April 12, 2024,** the end of the test window.

AzSCI Calculator Guidance

Calculators are permitted on the AzSCI test units. It is ideal for a student to use the recommended acceptable calculator. If the recommended calculator is not available, students may use a calculator with less functionality.

The online test will include the acceptable online version of an approved calculator. Providing handheld calculators is not a requirement. However, students may use an acceptable handheld calculator in addition to, or instead of, the online calculator. No laptop, tablet, or phone-based calculators may be used during AzSCI testing unless they are accessed through the TestNav application installed on the device. Students are not allowed to share calculators during a testing unit. For additional information, please refer to the *Calculator Guidance* published on the AzSCI webpage: *https://www.azed.gov/assessment/sci*.

Test Security

All districts and charters administering AzSCI tests must have a *2023-2024 Assessment Test Coordinator and Security Agreement Form* on file with ADE.

All school/district/charter personnel who will have access to the AzSCI test materials must sign an *Achievement Tests Staff Security Agreement* form for school year 2023-2024. This security agreement form must be signed by all employees of the district, charter, and schools who will have contact with test materials, administer AzSCI tests, monitor students during test administration, assist with testing, and/or enter the testing environment. These individuals must also complete the *Test Security and Ethics* training module prior to test administration. Signed *2023-2024 Achievement Tests Staff Security Agreement* forms are to be kept on file at the district or charter for six years.

The *2023-2024 Achievement Tests Staff Security Agreement* form is available to Achievement District Test Coordinators online at the ADE District Test Coordinators webpage at *http://www.azed.gov/assessment/dtc.*

Achievement District Test Coordinators are responsible for establishing and enforcing test security procedures. These procedures must comply with the *2023-2024 Achievement Tests Staff Security Agreement* form, test security guidance provided during the Achievement testing training, and the Arizona State Board of Education rule regarding test security. Guidance on test security is also included in the *Spring 2024 AzSCI Test Administration Directions.*

Any breach of test security, loss of materials, failure to account for materials, exposed test questions, or any other deviation from acceptable security procedures shall be reported immediately by submitting a test irregularity report in PearsonAccess^next. The discipline of staff members who violate test security is the responsibility of the district or charter. Disciplinary action may include, but is not limited to, a letter of reprimand, suspension with pay, suspension without pay, dismissal, or report of violation to the Investigations Unit of the Arizona State Board of Education.

Student Confidentiality

An important aspect of test security is maintaining student privacy. Federal law (the Family Educational Rights and Privacy Act, known as FERPA) prohibits the public disclosure of student information or test results. The following are examples of **prohibited practices:**

- Providing unauthorized individuals TestNav sign in information (username and password)
- Providing students with the wrong credentials or incorrect secure testing ticket during the sign in process, causing students to sign into another student's test
- Misusing secure testing tickets

Only verified students may sign into their online test unit. Test Administrators, Proctors, other staff, or another student may not sign into TestNav using a student's credentials. Doing so will result in the invalidation of the student's test attempt. The only exception is Test Administrators who must key-enter students' responses from Special Paper Version (SPV) tests into TestNav.

AzSCI Test Irregularity Process

A test irregularity is any event that could potentially impact the integrity of the assessments and the test results before, during, and after test administration. Test irregularities occur on rare occasions and are non-standard situations that may require further action for both online and paper-based testing. A test irregularity may include security violations, cheating, possession of prohibited devices and materials, removal or mishandling of testing materials, or improper assistance by adults or students. Additionally, for online testing, a test irregularity may include an extended local internet connection disruption or a power outage that results in any student unable to complete a test unit on the same testing day. In the event of any unforeseen circumstances, the Achievement District Test Coordinator should submit a testing incident report to ADE through PearsonAccess^next as soon as possible after the incident occurs. Authorization to reopen the test unit may be allowed only after ADE review and approval.

Follow these steps for Pearson Customer Support for any technology issues:

1. Test Administrators should record the incident and allow the student to continue testing. Do not allow the student to leave the testing environment.

2. Test Administrators should be instructed to report any test irregularity that may arise during testing to the School Test Coordinator immediately. School Test Coordinators must notify Achievement District Test Coordinators of any test irregularities that are reported.

3. The Achievement District Test Coordinator must report the incident by submitting a "Help" ticket to Pearson Customer Support (Help Desk) at *https://az.pearsonaccessnext.com/customer/index.action#*.

4. If following up with ADE at AzSCI@azed.gov, include your district entity number, a phone number, and an email address so that we can contact you if needed. In your email, include any error message or code the student or Test Administrator is receiving, as well as your Pearson ticket number.

Follow these steps to report an AzSCI testing irregularity:

1. Test Administrators should record the incident and allow the student to continue testing, if possible. Do not allow the student to leave the testing environment.

2. Test Administrators should be instructed to report any test irregularity that may arise during testing to the School Test Coordinator immediately. School Test Coordinators must notify Achievement District Test Coordinators of any test irregularities that are reported.

3. The Achievement District Test Coordinator must report the incident as soon as possible by logging into PearsonAccess^next and entering a test irregularity.

4. ADE will review the irregularity submission in PearsonAccess^next.

5. Once the test irregularity is reported in PearsonAccess^next, ADE will review it in the system. ADE will email the Achievement District Test Coordinator with any questions and will add a comment in PearsonAccess^next if a test is invalidated. The Achievement District Test Coordinator can verify the irregularity status in the *Do Not Report* operational report in PearsonAccess^next.

For detailed instructions to submit a test irregularity or verify test irregularity status, refer to the *PearsonAccess^next User's Guide.*

Testing Platforms

Pearson's testing platform includes two systems: PearsonAccess^next and TestNav.

PearsonAccess^next System

Achievement District Test Coordinators will receive their PearsonAccess^next login credentials on **January 31, 2024.** Achievement District Test Coordinators will use the PearsonAccess^next system to:

- Upload and manage other PearsonAccess^next users

- Search for and add student enrollments, as needed, beginning **February 19, 2024**

- Indicate accommodations for students who need them

- Print secure testing tickets

- Monitor test completion rates for online testing and TestNav entry

- Report testing irregularities

The *PearsonAccess^next User's Guide* provides instructions for these functions.

Users

Achievement District Test Coordinators are responsible for maintaining all PearsonAccess^next users within their district or charter and assigning appropriate roles to these users. The user's role determines the level of permissions that the user will have. ADE recommends that all schools have a PearsonAccess^next user with the role of School Test Coordinator to assist the Achievement District Test Coordinator. All Test Administrators must have a PearsonAccess^next user role of School Test Administrator or higher in order to administer the AzSCI tests.

A user may have different user roles at different schools. If any school staff members will have the School Test Coordinator or Test Administrator role at more than one school within the district, they must be added to each of those schools in PearsonAccess^next.

Students

All students participating in AzSCI testing must be registered and enrolled in PearsonAccess^next, including students who are taking Special Paper Version (SPV) or American Sign Language (ASL) tests.

ADE will provide Pearson with the student information for all students in Grades 5, 8, and the 11th grade cohort (Cohort 2025) to upload to PearsonAccess^next. Uploaded student information will be based on student enrollments in AzEDS as of **February 14, 2024.**

Extract Date	Date Visible in PearsonAccess^next
February 14, 2024	February 19, 2024

After **February 19, 2024,** Achievement District Test Coordinators are responsible for adding any new students to PearsonAccess^next so that all students who will participate in AzSCI tests have an enrollment in PearsonAccess^next. School Test Coordinators may help the Achievement District Test Coordinator with this task. Refer to the *PearsonAccess^next User's Guide* for instructions on editing, adding, or transferring students.

Accommodations

For any student with Special Education needs who requires specific testing accommodations based on the student's IEP or 504 Plan, the Achievement District Test Coordinator must ensure that the needed accommodations are provided and their use recorded during testing. If there are any questions, the Achievement District Test Coordinator should contact the ADE at AzSCI@azed.gov **prior to testing.**

PearsonAccess^next will be used to set embedded accommodations as well as to indicate non-embedded accommodations. Embedded accommodations must be set in PearsonAccess^next prior to the student testing. Non-embedded accommodations are indicated in PearsonAccess^next after testing for students who used these accommodations.

For information about accommodations and universal test administration conditions, refer to the *Arizona Accommodations Manual,* located on the ADE website at *http://www.azed.gov/assessment/accessibility/*.

Please note the Text-to-Speech universal tool has tracking and audio capabilities meant for sighted or low vision students. For students with no vision or more complex needs, please contact ADE.

Secure Testing Tickets

Secure testing tickets are required for students who will take the online test. Training of testing staff must include procedures for the handling of secure testing tickets. Secure testing tickets are only available through PearsonAccess^next. Secure testing tickets should be printed and cut in advance of the test unit so that testing is not delayed. Refer to the *PearsonAccess^next User's Guide* for instructions on how to print secure testing tickets for students.

The testing tickets are secure test materials and must be collected after every test unit and whenever students leave the testing room. Secure testing tickets must also be stored in a locked, secure location when not in use. The loss of secure testing tickets is a security violation that must be reported.

TestNav System

TestNav is the AzSCI online test delivery platform.

Test Administrators will use PearsonAccess[next] to allow student access to tests, then students will take the AzSCI tests within the TestNav application. TestNav will also be used for entering responses for students who tested using a Special Paper Version (SPV) test.

AzSCI Sample Tests

All students must be given the opportunity to take the AzSCI Sample Test prior to the day of testing and be familiar with the testing tools, resources, and platform. The online AzSCI Sample Tests are administered through TestNav. To access the AzSCI Sample Tests, go to home.testnav.com, select "Arizona," then select "Mic Check & Sample Tests."

The online AzSCI Sample Tests do **not** require a Username and Password, and they do **not** require a registration in PearsonAccess[next]. The AzSCI Sample Tests do **not** score or retain student responses. The AzSCI Sample Tests should be used ahead of the testing window to:

- Familiarize Test Administrators with the TestNav testing platform
- Allow students to practice answering AzSCI question types and using test tools

Exhibits

The *Periodic Table of Elements* (Grades 8 and 11) and the *Formula Reference Guide* (Grade 11 only) are available as "Exhibits" within the AzSCI online tests and are embedded in Special Paper Version (SPV) tests. Both documents are available on the ADE website and can be downloaded and posted. Copies of the *Periodic Table of Elements* can remain posted during the Grades 8 and 11 AzSCI tests, and copies of the *Formula Reference Guide* can remain 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.**

Administering AzSCI Tests

The Achievement District Test Coordinator's responsibilities for AzSCI test administration are outlined in this section from **before** testing to **during** and **after** testing. Remember that only students with an enrollment in PearsonAccess^next will be able to participate in AzSCI testing.

Before Testing

Test Security

All Test Coordinators, Test Administrators, and Proctors must be trained in proper test security procedures, must sign a *2023-2024 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 their 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
- Provide any additional reference sheets during test administration other than what is embedded in the test
- Allow students to share information, tools, and/or resources during test administration
- Read any parts of the test to students, except as indicated in the *Test Administration Directions*, or as part of an approved accommodation
- Influence students' responses by making any kind of gestures (for example, pointing to questions, holding up fingers to signify question 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

During Testing

It is the Achievement District Test Coordinator's responsibility to ensure that Test Administrators are trained to:

- Verify that the **correct** student is testing with the **correct** credentials
- Properly administer the AzSCI test using Pearson's testing systems
- Maintain a secure test environment in accordance with AzSCI test policies
- Keep student testing tickets and all testing materials secure
- Verify that testing accommodation features are functioning appropriately
- Verify that students who need testing accommodations are familiar with the available testing accommodations features
- Understand and use the correct procedures for students with a Special Paper Version (SPV) test, if applicable
- Report any test irregularities or test incidents
- Ensure that students may not talk or be in possession of electronic devices during testing. A phone or electronic device for medical care is acceptable. The phone needs to stay close to the Test Administrator or Proctor as well as the student and should be monitored that it is only being used for medical purposes during testing.
- Understand and use the correct procedures for students who need additional time to finish their test. Students need to log out of the test at the end of the test unit. When a student logs out of their test, the student's test status changes to **Exited,** and the student's test must be resumed before the student may sign into TestNav to complete testing. For detailed instructions, refer to the *PearsonAccess^next User's Guide.*

Managing Test Completion

PearsonAccess^next will store the test completion data for the online tests. The **Students in Sessions** screen in PearsonAccess^next allows you to monitor a student's test progress and set students to begin a specific test unit. Refer to the *PearsonAccess^next User's Guide* for additional information.

After Testing

Verify that all student responses from Special Paper Version (SPV) tests have been entered in the TestNav system. Collect all SPV test materials to return to Pearson.

Collect all used scratch paper and all secure testing tickets. Used scratch paper and secure testing tickets should be securely destroyed locally.

Test Coordinator's Manuals and *Test Administration Directions* may be discarded locally and do not need to be returned to Pearson.

Special Paper Version (SPV) Test Accommodations

The Achievement District Test Coordinator's responsibilities when Special Paper Version (SPV) tests are administered in the district or charter are outlined in this section from **before** testing to **during** and **after** testing. Students who are approved for an SPV test and who have an SPV test indicated in PearsonAccess^next will not have access to the online AzSCI test form.

SPV test accommodations include Braille, large print, and regular print paper test booklets. All accommodations for SPV tests must be identified in the student's IEP or 504 Plan and must be used on a regular basis in the classroom for the student's daily instruction.

Before Testing

Special Paper Version (SPV) Test Approval Process

All Special Paper Version (SPV) test requests must be approved by ADE using the following steps:

- Submit a request for an SPV test for each student using the secure ADE online form. SPV test requests may be submitted by any staff member who is responsible for the student's IEP or 504 plan. If AzSCI paper testing is approved for an entire school, do not submit SPV requests for students for regular paper tests.

- Please submit requests early in the school year to allow time for ADE's review and for additional documentation to be submitted as needed. SPV test requests must be submitted to ADE by **February 23, 2024.**

- Requests should be submitted at *www.azed.gov/assessment/spv2024.*

- On the secure form, you must submit pages of the student's current IEP or 504 plan that indicate the need for an SPV test. The document you submit must include:
  o The date of the document and the student's first and last name and state identification number (SSID)
  o The *Present Level of Academic Achievement and Functional Performance (PLAAFP)*
  o The *Instructional Accommodations* section that includes accommodations used regularly during instruction throughout the year in lieu of computer instruction. The instructional accommodations **must** align with the testing accommodations. The 504 Plan or IEP must clearly indicate how the teachers accommodate the student's needs in class and the restrictions the student has when using technology (examples: no more than xx minutes of screen time per day, or must have a significant break after xx minutes, no computer usage at all, etc.).
  o The *Assessment Accommodations* section that lists the student's testing accommodations for district and state assessments
  o For large print test requests, the IEP or 504 plan should indicate the minimum font size required for the student to access paper materials.

Preparing to Administer Special Paper Version (SPV) Tests

ADE will create a Special Paper Version (SPV) test session in PearsonAccess[next] for any student with an approved SPV test and will move the student into the appropriate test session(s) prior to testing. ADE will also place an order for any approved SPV tests at the beginning of the Additional Order window. Schools approved to administer paper testing in the entire school will need to set up SPV test sessions and place an order for paper tests for their students. Additional guidance will be provided to those Achievement District Test Coordinators.

Receiving Test Materials

Achievement District Test Coordinators will receive any approved Special Paper Version (SPV) test materials as an Additional Order according to the schedule in the *AzSCI District Test Coordinator Important Tasks Checklist*. Boxes that SPV test materials are received in should be saved for returning the materials to Pearson after testing.

Directions for administering large print and regular print SPV tests will be included in the *Spring 2024 AzSCI Test Administration Directions.*

Directions for administering Braille SPV tests will be included in the *Spring 2024 AzSCI Test Administration Directions for Special Paper Version (SPV): Braille*. Braille SPV test kits will contain ink print test booklets for the Test Administrator in addition to the Braille test booklets for the student.

During Testing

All students who test using the Special Paper Version (SPV) test must have their responses entered into the TestNav system by the Test Administrator by the end of the test window. In preparation for this process, the Test Administrator responsible for entering the SPV responses must have an appropriate user role in PearsonAccess[next], must have completed the Test Administrator trainings, and must have a signed *2023-2024 Achievement Tests Staff Security Agreement* form on file with the district or charter.

SPV test responses not entered in TestNav by April 12, 2024, the end of the test window, will not be scored. Achievement District Test Coordinators are responsible for ensuring that SPV test responses have been entered in TestNav by the deadline.

Test Administrators must provide students taking an SPV test with sufficient time to complete the paper test and sufficient time for the Test Administrator to enter the student responses in TestNav by the deadline.

Please contact ADE with any questions about entering SPV test responses into TestNav.

After Testing

Returning Special Paper Version (SPV) Materials to Pearson

All used scratch paper and secure testing tickets must be securely destroyed.

Test Coordinators should verify that all Special Paper Version (SPV) test responses have been entered in TestNav and that all SPV test booklets have been collected from Test Administrators.

All AzSCI SPV test booklets must be returned to Pearson by the end of the test window as Nonscorable materials. All components of any Braille kits received must be returned to Pearson as Nonscorable materials, with the exception of Sticky Dots and Wikki Stix.

Completing an AzSCI Materials Return Inventory Sheet

☐ Organize the secure test materials by grade.

- Used and unused AzSCI Grades 5, 8, and 11 Special Paper Version (SPV) test booklets and any corresponding components, if applicable, including braille ink print test booklets and Special Instructions for the Braille Edition documents

☐ Complete an *AzSCI Materials Return Inventory Sheet* for each school. Refer to figure below.

Tests can be returned to Pearson as soon as testing is complete and all student responses have been entered in the TestNav system. However, all SPV test materials must be returned no later than **April 16, 2024.** SPV test materials should be returned in the boxes in which they were received. If additional return materials are needed, they may be ordered during the Additional Order window.

Boxing Nonscorable Special Paper Version (SPV) Test Booklets

☐ Verify that all student responses from Special Paper Version (SPV) tests have been entered into TestNav.

☐ Place SPV test materials in the box that materials were originally shipped in. Multiple schools in the same district can be boxed together.

☐ **Cover or remove the original UPS labels with your District information.**

☐ Place one **green** Nonscorable return label on the top of each box that contains SPV tests.

☐ Fill any empty spaces in the Nonscorable boxes with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts."

☐ Seal the boxes.

☐ Affix a **green** Nonscorable return label to the top of each box of Nonscorable test materials. Be certain to write in the District Name and District Entity number. The School Name and School Entity number can be left blank.

Green Nonscorable Return Label for AzSCI Nonscorable Test Materials

P- 0001 S- 00009

DIST: _____   DIST#: _____

DIST: BOX _____ OF _____

SCHOOL: _____   SCH#: _____
_____

SCH: BOX _____ OF _____

AzSCI Test Nonscorable
Pearson
7400 IRISH DR. SW
CEDAR RAPIDS, IA 52404

AzSCI Test Nonscorable Material

☐ Number the Nonscorable boxes.

Mark the "DIST: BOX____OF____" section of the **green** Nonscorable return labels in one continuous numbering sequence for the entire set of district or charter boxes. "SCH: BOX __ OF __" section of the **green** Nonscorable return labels can be left blank.

☐ All boxes will be returned by UPS. Affix a Nonscorable UPS shipping label to Pearson to the top of each box next to the **green** Nonscorable label.

☐ Contact UPS to make arrangements to have AzSCI test boxes picked up by **April 16, 2024.** Keep a list of the tracking numbers for all boxes being returned to Pearson.

UPS Shipping Label with Green Nonscorable Return Label Affixed to Box

☐ Keep Nonscorable boxes in secure storage until the scheduled UPS retrieval.

UPS Shipping Service

Contact UPS at the phone number on the UPS shipping label to arrange for pickup of your boxes.

UPS Shipping Label

Follow the instructions below when contacting UPS to return your AzSCI Nonscorable test materials.

- At the bottom of the UPS label, there is a contact phone number for your **local** UPS office.
- Inform the representative that you have a shipment going to Pearson with a **Pre-Paid UPS** label.
- Inform the representative of the number of Nonscorable boxes that are to be picked up.
- Inform the representative of the physical address where the boxes will be picked up.
- Finally, inform the UPS representative of your business hours.

Before the UPS driver arrives, check the boxes to ensure the following:

- [ ] A **green** Nonscorable return label has been completed and affixed to the top of each box containing AzSCI **Nonscorable** materials.
- [ ] A UPS **Nonscorable** shipping label to Pearson has been affixed to each box of **Nonscorable** materials.
- [ ] Verify the original shipping labels are removed or covered.
- [ ] Verify the total number of boxes with the **green** Nonscorable return labels. Have this number ready for the driver.

Green Nonscorable Return Label and UPS Shipping Label Affixed to Box

Spring 2024 AzSCI Test

Contact Information

Contact the Pearson Customer Support Line with questions regarding any of the PearsonAccess^{next} tasks, technical issues, and general testing or functionality questions.

Customer Support Line at Pearson
Phone: 1.888.705.9421, Option 1
Email: Visit PearsonAccess^{next} at **https://az.pearsonaccessnext.com** and click on the **"Contact Arizona Support"** link.

The Arizona Department of Education gratefully acknowledges the work of thousands of Arizona teachers involved in the development of the tests. Their dedication to creating a fair and reasonable test for the students of Arizona is greatly appreciated.