

Grades 5, 8, and 11



ARIZONA SCIENCE TEST

**Computer-Based Test (CBT),
American Sign Language
(ASL) Test, and
Special Paper Version (SPV):
Large Print and
Regular-Sized Print Tests**

Test Administration Directions

Spring 2024

AZ00004139

Test Administrator's Name



Test Administrator:

Complete information below with your local School or Achievement District Test Coordinator. If you have any questions or issues during testing, contact this person **immediately**.

School or Achievement District Test Coordinator contact information during testing:

District/School Test Coordinator: _____

Contact phone #: _____

Email: _____

Reminders for Test Administrators during AzSCI test administration:

- The test unit must be completed on the same day that it is started.
- Do not allow students to test on more than one test unit at a time.
- 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 must resume the test in PearsonAccess^{next} and the student should sign back into TestNav.

If a student is unable to log into TestNav:

- Verify the student is registered in PearsonAccess^{next}.
- **Verify the student has the correct secure testing ticket.**
- Verify the student typed the username and password exactly as listed on the student's secure testing ticket.
- Verify the student's test session is in **Ready** or **Resumed** status in PearsonAccess^{next}.
- Verify the student does not have a Special Paper Version (SPV) accommodation. ADE will create an SPV test session in PearsonAccess^{next} for any student with an approved SPV test and will move the student into the SPV test session prior to testing.

If a student requires accommodations:

- Verify appropriate accommodations are set in PearsonAccess^{next} before testing.
- If the student has already signed into the test and accommodations are not set, have the student sign out of their 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 into the test and verify the accommodation(s) are present.

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Acronym Reference Guidance

The following acronyms are referenced throughout this manual.

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



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Overview of the Spring 2024 AzSCI Test Administration

Arizona's Science Test (AzSCI) is the statewide Science test for Arizona students in Grades 5, 8, and the 11th grade cohort. AzSCI assesses the Arizona Science Standards adopted by the Arizona State Board of Education in 2018. AzSCI is an untimed, standardized test administered as an online test.

Each District Superintendent or Charter Representative must designate an Achievement District Test Coordinator to oversee AzSCI testing for all schools within the district or under the same charter. The Achievement District Test Coordinator may delegate some responsibilities to a School Test Coordinator. However, the Achievement District Test Coordinator is ultimately responsible for ensuring the appropriate and correct administration of AzSCI in all schools within the district or under the same charter. The District or School Test Coordinator will be referred to as the Test Coordinator in this manual.

The AzSCI tests are administered to students by Test Administrators. This document provides directions for the administration of the online AzSCI test, including the American Sign Language (ASL) administration, Special Paper Version (SPV) tests, and entering student responses into TestNav.

Test Administrators must have an electronic or paper copy of this manual. The Test Administrator must follow the directions exactly as stated in this manual.

The test administration process and scripted directions for AzSCI braille tests will be covered in a separate document, *Spring 2024 AzSCI Test Administration Directions for Special Paper Version (SPV): Braille*.

Students to Be Tested

Students in Grades 5, 8, and the 11th grade cohort (Cohort 2025) will participate in the Spring 2024 administration of the AzSCI test. Students in Cohort 2025 will take the AzSCI test regardless of actual grade level or courses completed or enrolled in.

Students with significant cognitive disabilities whose current Individualized Education Program (IEP) designates them as eligible for the alternate assessment, 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 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.

Systems for Online Testing

PearsonAccess^{next} is the web application used by testing staff, including Test Coordinators and Test Administrators, to manage online testing and start and monitor tests. It is located at <https://az.pearsonaccessnext.com>. TestNav is the test delivery engine used by examinees to take the tests. It can be downloaded at <https://download.testnav.com>.

Test Administrators and Proctors

Test Administrators and Proctors who will have access to AzSCI tests must be employees of the school/district/charter. AzSCI Test Administrators and Proctors who will have access to AzSCI tests must be trained in proper test security and test administration procedures, must sign a *2023-2024 Achievement Tests Staff Security Agreement* form, must be thoroughly familiar with this manual, and must follow the test administration procedures in this manual, including following the scripted directions.

Only authorized personnel are permitted to be in the testing room(s) during the administration of the test. Student teachers, parents, volunteers, and school helpers are not permitted to be in the testing room. Unauthorized people in the testing room during test administration is an ethical test violation.

District or school staff who have relatives being administered the test are not permitted in the testing room while their relative is testing. This is to protect the administrator or other employees from any testing allegations of undue influence by students, staff members, parents, or community members.

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 *2023-2024 Achievement Tests Staff Security Agreement* form
- ☐ Reviewing this manual in advance of the testing date
- ☐ Adhering to test administration security procedures
- ☐ Approving AzSCI testing access to the appropriate students only
- ☐ Confirming student test accommodations in PearsonAccess^{next}
- ☐ Following the test administration directions exactly as stated in this manual
- ☐ Reading aloud to students the scripted directions exactly as stated in this manual
- ☐ Requesting guidance from the Test Coordinator when unusual circumstances arise or when uncertain about proper procedures

Test Administrators' additional responsibilities for administering Special Paper Version (SPV) tests (large print and regular-sized print tests) include:

- ☐ Receiving and reviewing the SPV test materials from the Test Coordinator
- ☐ Verifying that the student's responses are entered into TestNav by the end of the test window (**April 12, 2024**)
- ☐ Returning all the SPV 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 Test Administrator or Proctor who will be entering student responses into TestNav for students who were administered a Special Paper Version (SPV) test must also have an appropriate user role in PearsonAccess^{next}.

Test Administration Schedule

The Test Coordinator is responsible for communicating the specific testing schedule to Test Administrators, Proctors, students, and parents/guardians. The testing schedule must comply with the guidance included in this manual. Administering AzSCI tests outside of the traditional school day must be approved by the Assessment Unit of the ADE prior to testing.

Administering the AzSCI tests on dates other than those shown is a serious testing violation. Assessment test windows will not be extended for any reason.

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.

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 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 (15-45 minutes) between units.

Before AzSCI Test Administration

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 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 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

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. Please remove any prohibited resources prior to the start of the test session.

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, smart watches, 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 on the day of the occurrence.

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 or be in possession of any personal electronic devices during AzSCI testing. Test Administrators should ask students to power off and 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 purposes 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 purposes during testing.

Testing Conditions 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. Modifications that alter the test construct being measured, such as changing the number of answer options, are prohibited.

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 in PearsonAccess^{next} which accommodations were provided to students.

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.

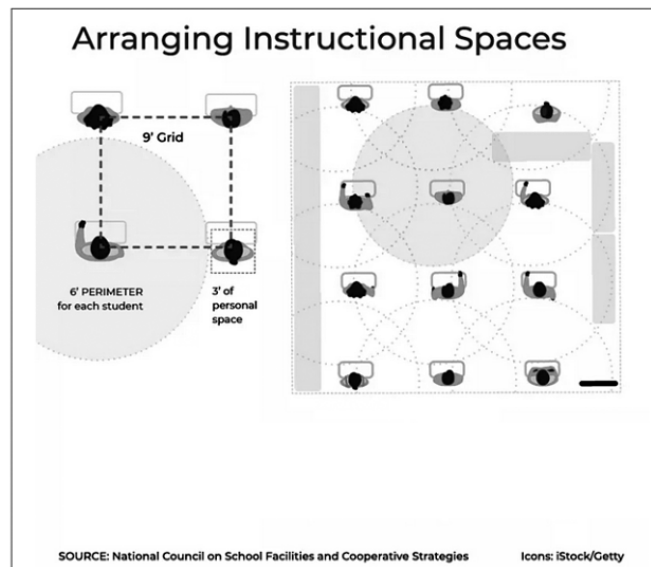
Location for Testing

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 remotely and 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.
- Good lighting, ventilation, and freedom from distracting noises and interruptions are important for student performance.
- **All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.** This includes all content-based (ELA, Math, Science, and History) signage, regardless of the test unit being administered.
- Any motivational signs, apparel, or activities are not permitted in the testing environment.
- Arrange student seating so that students cannot easily see each other’s test materials and so that the Test Administrator(s) and Proctor(s) can freely circulate the room to monitor testing.
- Students’ desks and tables should be cleared of backpacks, personal electronic devices, and unnecessary materials prior to the beginning of testing. Personal materials and devices should be placed in the front or back of the classroom out of reach from students. Do not allow students to access content material or use electronic devices, including cell phones or smart watches, until after all materials have been collected from each student testing and all students are signed out of the test unit.



Test Administration Materials

Test materials that must be supplied by schools for testing rooms include:

- Electronic or paper copy of the *AzSCI Test Administration Directions*
- 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. Bluetooth headphones are prohibited.
- “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 of the testing room

Students are provided all other tools and resources needed for AzSCI testing within the TestNav application.

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

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.**

AzSCI Calculator Guidance

Calculators are permitted on the AzSCI test.

- Grade 5: A four-function calculator is permitted.
- Grades 8 and 11: A scientific calculator is permitted.

The allowable calculator is embedded within the online test. Students may use a handheld calculator if preferred. 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.

Students are not allowed to share calculators during a test session. No laptop, tablet, or phone-based calculators are allowed to be used during testing outside of the test-embedded calculators.

AzSCI Sample Test

All students must be given the opportunity to take the AzSCI Sample Test prior to 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 provide scores 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, including the Text-to-Speech feature

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.
- **Secure 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 PearsonAccess^{next} resources.

Starting a Test Session and Unlocking Student Tests in PearsonAccess^{next}

Before testing begins, each test session must be prepared and 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 secure testing ticket. Refer to the *PearsonAccess^{next} User's Guide* for detailed instructions on how to start a test session and unlock a test unit.

All test units must be completed on the same day that they are started. The unlocked test unit must be completed at that time. Test Administrators should not approve students to take more than a single test unit at a time.

Signing into TestNav to Begin Testing

Computers should be in place when students arrive. The latest version of TestNav should be installed, and the "Sign In" screen should be visible.

Students must have their secure testing tickets in order to sign into the AzSCI test in TestNav. Verify student information before issuing secure testing tickets. **The use of an incorrect secure testing ticket during AzSCI testing is a test security violation and will result in the student's test being invalidated.**

Testing ticket tip: Have students confirm their name and date of birth prior to or during secure testing ticket distribution.

Secure Testing Tickets

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

Sample Secure Testing Ticket

STUDENT TESTING TICKET

Student:	Lastname1, Firstname1
SSID:	56789910123
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
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The Test Coordinator or the School Test Administrator may print secure testing tickets for students to access TestNav. Refer to the *PearsonAccess^{next} User's Guide* for instructions on how to print secure testing tickets. Instructions are included in the guide on how to increase the font size of the secure testing tickets, should larger font be preferred. Secure testing tickets should be printed and cut in advance so that testing is not delayed. Secure testing tickets should be reviewed for correct demographic information, including name, date of birth, and session grade level.

Troubleshoot Guidance for 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 secure 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 or the test has timed out due to inactivity. If appropriate, the Test Administrator should **Resume** the student's test in PearsonAccess^{next}.
- **Student in "Completed" status** – Student has completed and submitted the test unit. That test unit will not be eligible to be reopened.
- **Student in "Marked Complete" status** – Student's test was launched but not submitted properly. At the end of each day, any test that was not submitted properly is placed in a **Marked Complete** status.

For any issues that prevent students from continuing to test, the Test Administrator must notify the Achievement District Test Coordinator on the same day. All test irregularities must be submitted in PearsonAccess^{next} by the Achievement District Test Coordinator as soon as possible after the incident occurs.

During 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. Test Administrator directions will appear in italicized text. This italicized text is for the Test Administrator only and should not be read aloud to students.

This document includes the scripted directions for the Spring 2024 AzSCI online test, scripted directions for the American Sign Language (ASL) online test, and scripted directions for large print and regular-sized print Special Paper Version (SPV) tests.

Monitoring Testing

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

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. Testing staff must remain attentive to their testing responsibilities throughout the test administration. Reading (other than the AzSCI manuals or supplements), grading papers, using a computer, cell phone, or other media device, talking casually with other staff, or engaging in any activity in the testing room not directly related to the test administration is not permitted.

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.

Breaks During Testing

- Sign out of TestNav - To exit a test for a restroom 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 PearsonAccess^{next} before the student signs into TestNav. Students must fill out the classroom sign in/out log for entering and exiting of the testing room.
- 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), during a test session or unit, 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 test session to attend lunch until the completion of the test session; however, students may have their lunch brought to them, if necessary.

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 on the day of the occurrence.

The Arizona Department of Education recommends that the student's parents or guardians receive written notification of the incident and its consequences.

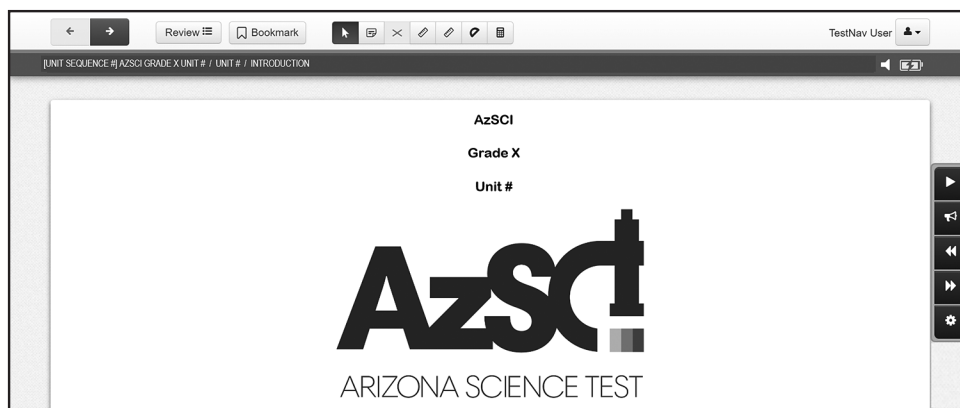
Students Who Leave the Room During Testing

Students should remain in the testing room during the entire scheduled test 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 when entering and exiting the testing room and sign in/out of TestNav. Students may not take cell phones, smart watches, or any other electronic devices when exiting the testing room.

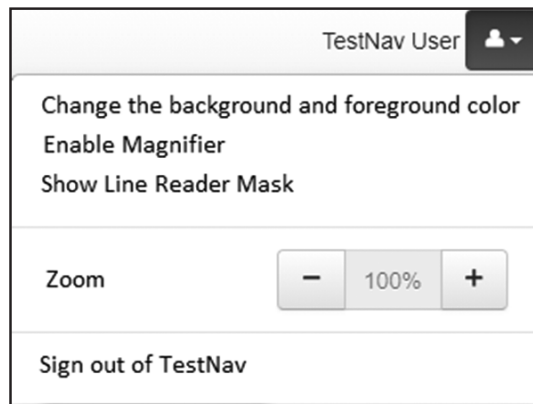
Exiting the Test before Submitting the Test

If a student needs to exit (pause) the test to leave the room for a restroom 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 into TestNav.

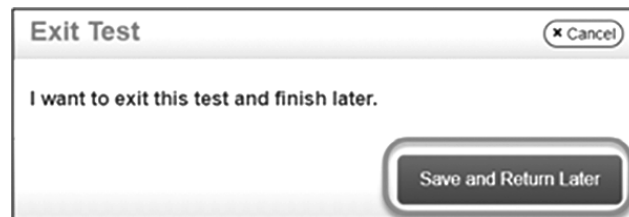
To exit (pause) a test before completing it, the student will click on the **User Dropdown Menu** next to the student's name in the top right corner of the screen.



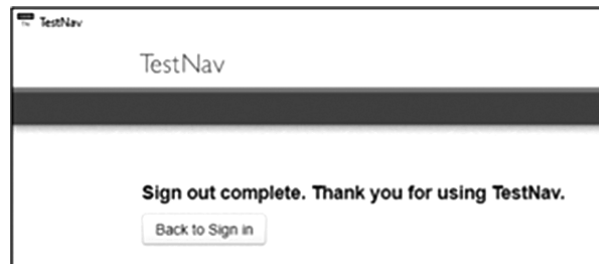
To exit (pause) the test, the student selects **Sign out of TestNav**.



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 blue **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 into TestNav. **Note:** The student may need to refresh TestNav before having the option to sign back into their test.

- Log into PearsonAccess^{next}. 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, select 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 secure testing ticket.

Students Who Leave School During Testing

Students who need to leave school before completing a particular test unit of the AzSCI test, including those students who leave due to illness, are ineligible to continue the test for that 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 that test unit 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 be kept identifying the time the student left the testing room, the test unit in progress at that time, and the reason for leaving early.

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 unit 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 before moving to another computer or room. The Test Administrator will have to **Resume** the student's test in PearsonAccess^{next} prior to the student attempting to sign into their test to continue testing.

Ending Online Testing

When a student has finished testing, Test Administrators should verify that the student has submitted their test and then collect 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 PearsonAccess^{next} for a status of **Submitted**. Refer to the *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 a book silently while waiting for the scheduled test to end. Students **may not** use the computer, access content material, or have access to their cell phones, smart watches, or other electronic devices until the end of the test session. Exception: A phone or electronic device needed for medical purposes 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.

Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper, testing tickets, and 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}.

American Sign Language (ASL) Tests

The American Sign Language (ASL) test accommodation is available to students requiring an ASL test and with prior approval by ADE. The ASL test is a computer-based test and does not have a paper version. For any student approved for an ASL test, ADE will create an ASL test session in PearsonAccess^{next} and move the student into the ASL test session prior to testing. ASL tests must be administered according to the directions included in this manual.

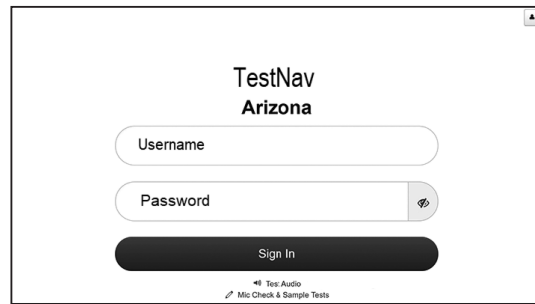
The sound check, accompanying "Test Audio" directions, and directions for enabling Text-to-Speech will not apply to students taking the ASL test. For the ASL test, all grades, ASL videos are available with form setting preferences. All ASL videos contain closed captioning for passages, questions, and answer options. Students taking the ASL test may experience a delay when advancing between questions.

Computer-Based Testing and American Sign Language Testing

Scripted Directions for AzSCI Tests

The AzSCI test is administered in three test units. Prior to beginning a test unit, verify that all students have the appropriate accommodations marked in PearsonAccess^{next}.

The TestNav **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.



To begin, the Test Administrator must:

- Open PearsonAccess^{next} on the Test Administrator device.
- Close all programs on each testing device, then launch the TestNav application on each testing device.
- Verify and distribute secure testing tickets. The student name, date of birth, grade level, and test unit should be verified when distributing secure testing tickets.
- Distribute scratch paper and pencils.

Students taking the Computer-Based Test will perform a sound check. When the student logs into TestNav, they will see the TestNav login screen that has the “Test Audio” link. Students will still be able to adjust their sound settings within TestNav.

Computer-Based Testing and American Sign Language Testing Scripted Directions for AzSCI Tests

Units 1, 2, and 3

SAY	Before we begin, verify the testing ticket is yours by checking the first and last name and your date of birth. If the testing ticket does <u>not</u> belong to you, raise your hand. Do not sign in until I tell you to do so.
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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^{next}. A new testing ticket must be printed for the student.

SAY	<p>Today, you will be taking the AzSCI test.</p> <p>Any student who has any electronic device, including a cell phone or a smart watch, 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 AzSCI test is not timed. 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.</p> <p>Are there any questions?</p>
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Answer any questions.

Students taking the Computer-Based Test will perform a sound check. The sound check and accompanying “Test Audio” directions will not apply to students taking the American Sign Language (ASL) test. For the ASL test, all grade levels, ASL videos are available.

SAY

We are ready to begin. You will see the “Sign In” screen on your computer.

For Computer-Based Testing (CBT) only:

You will perform a sound check by clicking on the “Test Audio” link found at the bottom of the “Sign In” screen.

Now, you will put on your headphones, click “Test Audio,” and listen for the sound. When you hear the sound, remove your headphones for more directions. Raise your hand if you did not hear the sound.

TestNav
Arizona

Username

Password

Sign In

Test Audio

Mic Check & Sample Tests

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.

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Spring 2024 AzSCI Test
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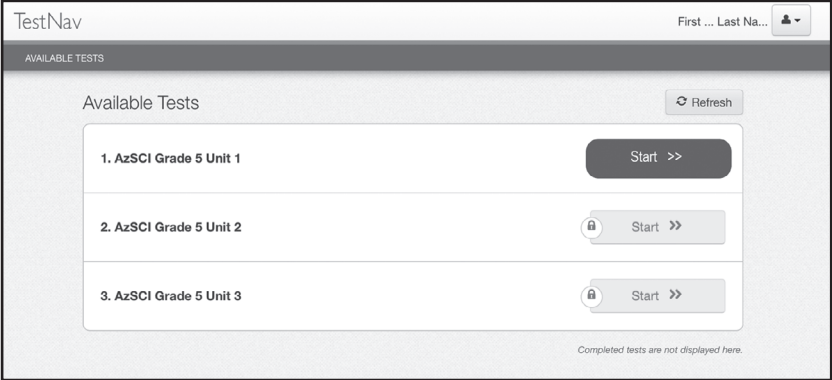
Test Administration Directions

SAY

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 [Unit 1, Unit 2, or Unit 3].

Next, click on the blue “Start” button for the correct test unit.

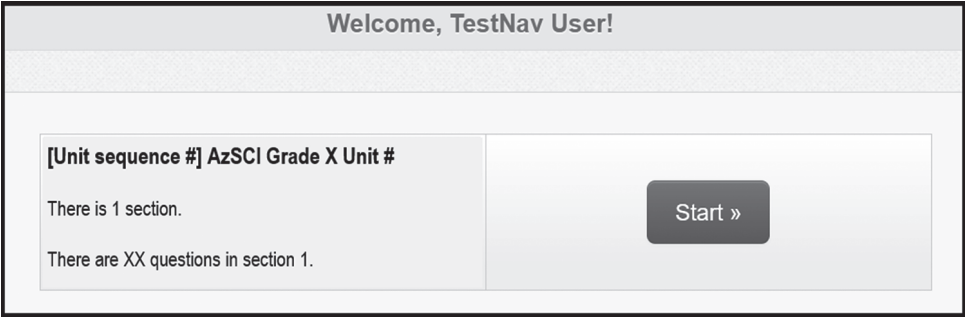


Verify that all students have launched the test and are now on the “Welcome” screen.

SAY

Now, you will see the “Welcome” screen. Check that your name appears correctly on the screen. Raise your hand if the name is not correct.

Once you have verified your name on the screen, click on the blue “Start” button to continue.

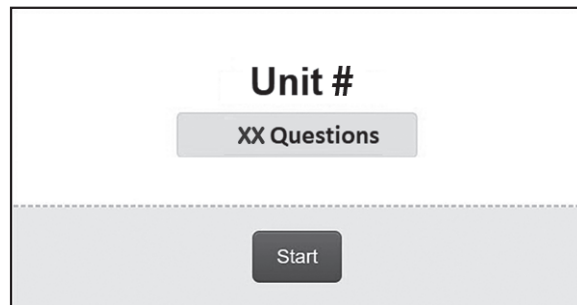


Once all students have verified their name and any needed assistance has been provided, proceed with the directions.

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].

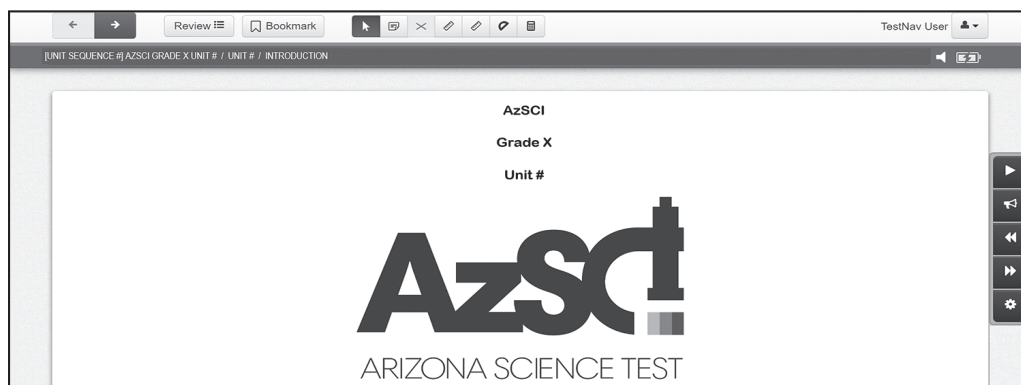
Once you have verified that you are in the correct test unit, click the blue “Start” button to continue.



The students should now be on the “AzSCI” page.

Verify that all students are on the “AzSCI” page. Assist those students that may need help. Proceed with the directions once all students are on the “AzSCI” page.

The Text-to-Speech toolbar will not be present on this page for students taking the American Sign Language (ASL) test. Instead, the ASL tool will appear with the first AzSCI test question.



SAY

The available testing tools are located at the top and right side of the screen.

Are there any questions?

Answer any questions.

For Grades 8 and 11

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.

(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.

Make sure all students are on the correct screen on their computers.

Pause, and then continue directions for Grades 5, 8, and 11.

SAY

Today’s Science test contains several types of questions. Do your best on all questions.

Be sure to read each question carefully. Some questions will require you to enter more than one response, and others will require you to give your response in different ways.

You may use scratch paper, but you need to record your responses in the response spaces provided in TestNav.

Before you submit your final answers, you can go back to review the questions that are unanswered for this test unit only. Once your test is submitted, it cannot be reopened.

The test contains Science questions. Direction pages in the test will separate each topic by telling you to read the stimulus. Then use the information from the stimulus and your knowledge of Science to answer the questions that follow.

You must remain silent until the conclusion of the testing session.

Are there any questions?

Answer any questions.

Students taking the ASL test should not be provided directions for enabling Text-to-Speech.

SAY

[For Computer-Based Testing only, say:]

If you choose to enable the Text-to-Speech feature, put your headphones on.

Now we are going to start the test. Click the blue arrow button at the top of your screen to begin.

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

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.

Exiting the Test before Submitting the Test

You may need to exit the test before completing it.

To exit the test, click on the User Menu next to your name in the top right corner of the screen.

On the User dropdown menu, select **Sign out of TestNav**.

←

→

Review

TestNav User

Sign out of TestNav

When the test unit ends:

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block; margin-bottom: 10px;">SAY</div>	<p>This concludes the testing session.</p> <p>If you have not finished testing, you will be allowed to continue working, but select the “Sign Out” option at this time.</p> <p>If you have finished testing and reviewed your responses, you may click the green “Submit Final Answers” button now.</p> <p>Are there any questions?</p>
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Answer any questions.

*The student will see the screen below at the end of a unit. This screen shows the unit the student has completed, as well as the number of unanswered questions and bookmarked questions. At the bottom of the screen, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. Before the student submits their final answers, they can go back to review the questions that are unanswered. Students can click on the question with an orange dot or use the **Review** button to go back and answer or review the questions.*

Submit Final Answers:

Congratulations, you have finished!

End of Unit

✓

All Questions Answered

Use the **Review** button above, or the list below, to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

Submit Final Answers

Question 1	Question 2	Question 3
Question 4	Question 5	Question 6
Question 7	Question 8	Question 9
Question 10	Question 11	Question 12
Question 13	Question 14	Question 15
Question 16	Question 17	Question 18
Question 19	Question 20	

Once the student clicks the green **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 green **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 the green **Yes, Submit Final Answers** button.

Test Submit Warning

Are you sure you want to **submit final answers**?
You will not be able to return to this test.

No, Cancel

Yes, Submit Final Answers

When the student clicks the green **Yes, Submit Final Answers**, the student is routed to the “Available Tests” screen.

The student should be instructed to sign out of TestNav.

If another test unit is administered on the same day, a significant break (15-45 minutes) must be given between test units.

Once testing is completed, 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 test unit. Missing test materials must be located prior to dismissing students from the testing environment. All test materials must be kept in secure, locked storage.

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

Administering Special Paper Version Tests

Large Print and Regular Print

The purpose of this section is to assist Test Administrators with the proper administration of the large print and regular-sized print AzSCI tests.

All students with an ADE-approved Special Paper Version (SPV) accommodation will be registered by ADE in an SPV test session in PearsonAccess^{next} prior to testing. This is required in order to enter the student's SPV test responses into TestNav for scoring. ADE will also place an order for the approved SPV test(s).

- **Note:** This does not apply when AzSCI paper testing has been approved for an entire school. In this situation, the Achievement District Test Coordinator will be responsible for registering students in an SPV session and placing an order for the paper tests.

Once students have been assigned to an SPV 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}. Please reference the *PearsonAccess^{next} User's Guide* for more detailed information about the test session resources. For SPV tests, the Test Administrator will use the student's secure testing ticket information to log into TestNav.

All students who test using an SPV test booklet must have their responses transferred into TestNav by a trained Test Administrator, who has signed a *2023-2024 Achievement Tests Staff Security Agreement* form, by the end of the test window. Any SPV test responses not entered into TestNav by the end of the test window, **April 12, 2024**, will not be scored. Test Administrators must provide students taking SPV tests enough time to complete the AzSCI test and sufficient time for the Test Administrator to enter the student responses into TestNav for scoring.

Special Paper Version (SPV) test materials include:

- Regular-sized print test booklet
- Large print test booklet

Special Paper Version Tests

Scripted Directions for Large Print and Regular Print

The AzSCI test is administered in three test units. Students will use the same test booklet for all Science test units.

Prior to beginning a test unit, the Test Administrator should write the following information on the board, or somewhere else where students will be able to see it, to assist them in completing the front cover of their test booklets: Teacher Name, School, and District.

Materials required to administer Special Paper Version (SPV) 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 (whiteboards are prohibited)
- Straight-edged ruler with centimeters and inches
- A four-function calculator for Grade 5 and a scientific calculator for Grades 8 and 11.

Students must use the same test booklet for Unit 1, Unit 2, and Unit 3. Test booklets must be collected from students at the end of each test unit and then handed back out to students when beginning the next test unit. There should be a significant break (15-45 minutes) between test units.

Units 1, 2, and 3

SAY

Today, you will be taking the AzSCI test. Do not open your test booklet until I tell you to do so.

Any student who has any electronic device, including a cell phone or smart watch, in their possession during testing will have their test invalidated. If you have a device with you, please put it in your backpack now.

The AzSCI test is not timed. 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.

Are there any questions?

Answer any questions.

For Unit 1 Only

SAY	<p>You will use the same test booklet for all Science test units.</p> <p>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" with the information provided to you.</p>
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Units 1, 2, and 3

SAY	<p>If you have a question or need help during the test, raise your hand, and I will come to you.</p> <p><i>(For Grade 5)</i> Open your test booklet to page 3. A four-function calculator is allowed during the test.</p> <p><i>(For Grade 8)</i> Open your test booklet 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.</p> <p><i>(For Grade 11)</i> Open your test booklet 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.</p>
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Unit 2 Only

SAY	<p>Verify that the name on the cover of your test booklet is your name. Open your test booklets to:</p> <p>Grade 5 - page 55; Grade 8 - page 45; Grade 11 - page 45.</p>
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Students should be on the page that reads "Unit 2."

For Unit 3 Only

SAY	<p>Verify that the name on the cover of your test booklet is your name. Open your test booklets to:</p> <p>Grade 5 - page 85; Grade 8 - page 79; Grade 11 - page 83.</p>
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Students should be on the page that reads "Unit 3."

SAY

The test booklet contains Science questions. Direction pages in the test will separate each topic by telling you to read the stimulus. Then use the information from the stimulus and your knowledge of Science to answer the questions that follow. Do your best on all questions. Be sure to read each question carefully. Some questions will require you to enter more than one response, and others will require you to give your response in different ways. You may use scratch paper, but you must mark all your final answers in the test booklet.

When you finish the Science test, you will see the “Stop” sign.

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 unit has been answered.

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

You must remain silent until the conclusion of the testing session.

Are there any questions?

Answer any questions.

SAY

You may now begin.

When the test unit ends:

SAY

This concludes the testing session.

If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.

Most students should have had enough time to finish the test during the allotted time. At the end of the test unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper. All test booklets are secure documents and must be accounted for at the end of the test unit. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess^{next}. All test booklets must be returned to the Test Coordinator. Test booklets must be stored in secure, locked storage until returned to the Test Coordinator.

Entering Special Paper Version Test Responses into TestNav

All students who need a Special Paper Version (SPV) test must be assigned an SPV test accommodation in PearsonAccess^{next}. All students with an approved SPV accommodation will be registered by ADE in an SPV test session. For any questions regarding the SPV test, contact the Achievement District Test Coordinator.

Starting a Session and Unlocking Student Tests in PearsonAccess^{next}

Prior to entering student responses from Special Paper Version (SPV) tests into TestNav, the SPV test session must be started and unlocked in PearsonAccess^{next}. This must be done prior to signing into TestNav with the student's credentials supplied in the secure testing ticket. Refer to the *PearsonAccess^{next} User's Guide* for detailed instructions on how to start and unlock a test session.

Secure Testing Tickets

Secure testing tickets are an available resource in PearsonAccess^{next}. Secure testing tickets contain the student's information that is required for the Test Administrator to log into TestNav as the student.

Sample Secure Testing Ticket

STUDENT TESTING TICKET	
Student:	Lastname1, Firstname1
SSID:	56789910123
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	

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. The **TestNav Sign In** screen should be visible. The Test Administrator should have the testing ticket from PearsonAccess^{next} ready to sign into the AzSCI test as the student.

There are specific directions that the Test Administrator must be aware of prior to entering the student's responses into TestNav.

Directions for AzSCI Grades 5, 8, and 11 – All test units:

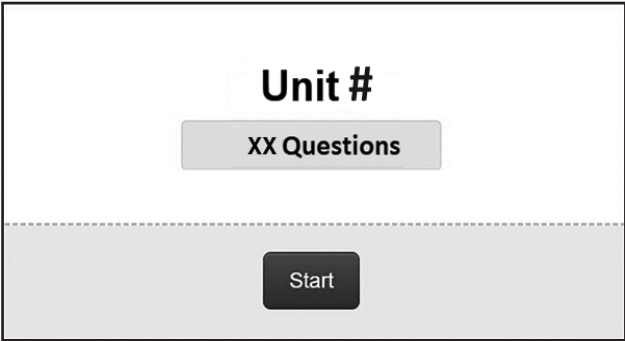
Upon initial login to TestNav, the Test Administrator will enter the student's Username and Password on the "Sign In" screen as provided on the secure testing ticket, then will click the blue **Sign In** button. After each test unit, the "Available Tests" screen will display. From this screen, the Test 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.

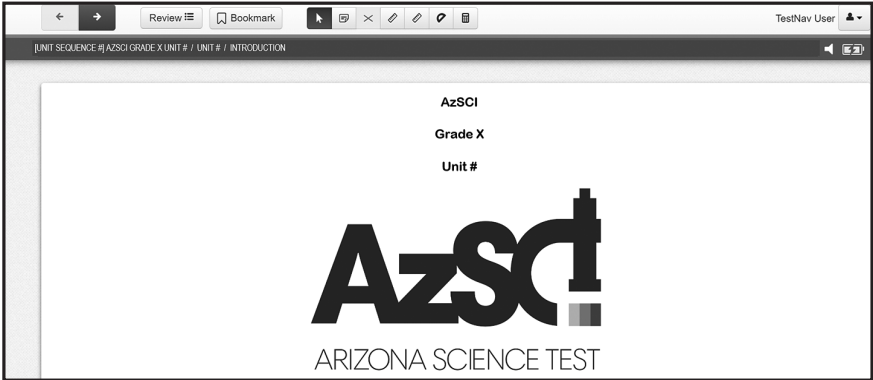
Note: If any student information is incorrect, you must not proceed. Contact the Test Coordinator.

Click the blue **Start** button.

Now the Test Administrator will see the following screen. This screen will be specific to the test unit administered to the student. Click the blue **Start** button to continue.



The next screen will be the “AzSCI” page. This screen will be specific to the Grade and Test Unit administered to the student. At the header bar, the Test Administrator will see the different buttons available to use throughout the test.




The Test Administrator will first respond to three questions and then proceed to entering the student responses from the test booklet into the online test in TestNav.

When transcribing responses into TestNav, it is important to note the following:

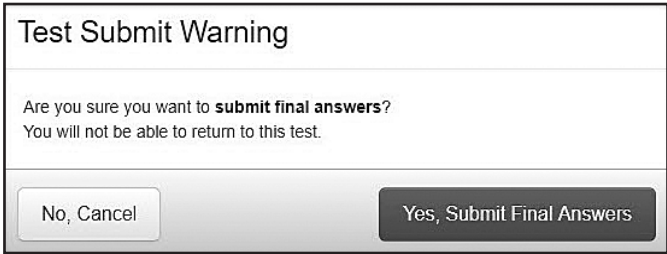
The question number sequencing on the Special Paper Version (SPV) test differs from the online test. When key-entering student responses into TestNav for Unit 2 and Unit 3, the questions in the test booklet will have continuous numbering from Unit 1, but in TestNav, the question numbering will restart at 1. Please take care to ensure the student responses are being entered into the correct question number for scoring.

Once the student responses have been entered for a unit, the Test Administrator will see the “End of Unit” screen for the corresponding test unit administered to the student. This screen shows the test unit has been completed, as well as the number of answered and unanswered questions. At the bottom of the screen, the question numbers will be listed. Any unanswered questions will be marked with an orange dot. After the Test Administrator leaves the unit, they cannot go back to that unit.

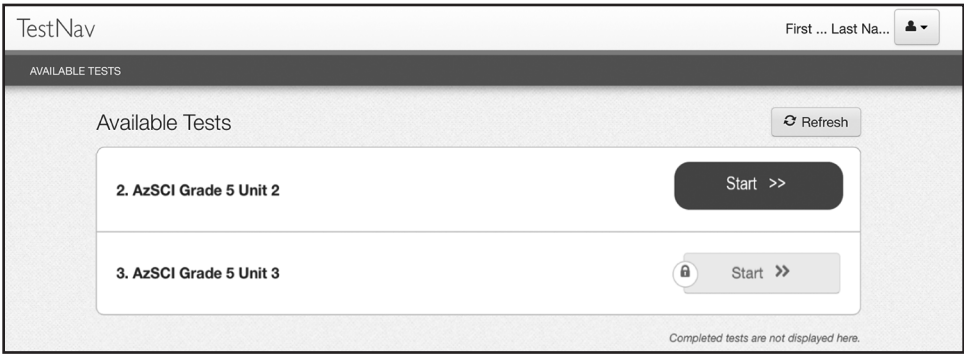
The screenshot displays the 'End of Unit #' screen. At the top, a dark banner reads 'Congratulations, you have finished!'. Below this, the title 'End of Unit #' is centered. A circular icon with a checkmark is positioned above the text 'All Questions Answered'. A paragraph of instructions follows: 'Use the **Review** button above, or the list below, to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.' Below the text is a dark button labeled 'Submit Final Answers'. At the bottom, there is a grid of 18 buttons, each labeled 'Question 1' through 'Question 18', arranged in six rows of three.

Congratulations, you have finished!		
End of Unit #		
		
All Questions Answered		
Use the Review button above, or the list below, to go back and review your answers. When you are done, use the Submit Final Answers button below to submit your answers.		
Submit Final Answers		
Question 1	Question 2	Question 3
Question 4	Question 5	Question 6
Question 7	Question 8	Question 9
Question 10	Question 11	Question 12
Question 13	Question 14	Question 15
Question 16	Question 17	Question 18

Once the Test Administrator clicks the green **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 green **Yes, Submit Final Answers** button. To submit the final response, click on the green **Yes, Submit Final Answers** button.



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



Next, the Test Administrator will enter in TestNav the Unit 2 and Unit 3 responses the student marked on their Special Paper Version (SPV) test booklet. Follow the same steps and procedures as those performed in the prior test unit.

After all student responses have been entered in TestNav, SPV tests must be returned to the Achievement District Test Coordinator.

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.



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