

## District Test Coordinator Important Tasks Checklist

This document will provide Achievement District Test Coordinators (DTCs) with a list of important tasks and dates associated with the AASA Summer 2024 Grade 3 ELA - Reading online and Special Paper Version (SPV) test administration.

**PearsonAccess<sup>next</sup> (PAN) will open for the AASA test administration on May 8, 2024.**

| AASA - Before Test Administration |   | Dates                   |
|-----------------------------------|---|-------------------------|
| <input type="checkbox"/>          | <p><b>Spring 2024 Electronic Reports</b> – AASA Grade 3 student data files and electronic reports, including the Move on When Reading (MOWR) indicator, will be published in PearsonAccess<sup>next</sup> (PAN).</p>  | May 15, 2024            |
| <input type="checkbox"/>          | <p><b>Technology Ready</b> – Download the TestNav application on all devices to be used by students for the AASA test administration. <a href="http://download.testnav.com">http://download.testnav.com</a></p> <p>TestNav has a planned annual application release in July. After the updated version is released, the TestNav application automatically updates the next time it is launched on the following operating systems:</p> <ul style="list-style-type: none"> <li>• Chrome</li> <li>• iPadOS</li> <li>• Windows (if downloaded from the Windows Store)</li> </ul> <p>You must manually download and install the updated TestNav application from <a href="http://download.testnav.com">download.testnav.com</a> for the following operating systems:</p> <ul style="list-style-type: none"> <li>• macOS</li> <li>• Linux</li> <li>• Windows (if downloaded directly from <a href="http://download.testnav.com">download.testnav.com</a>)</li> </ul> | Ongoing                 |
| <input type="checkbox"/>          | <p><b>District Test Coordinator (DTC) Trainings</b> – Trainings from Spring 2024 will continue to be available in Pearson’s Arizona Learning Management System (AzLMS). DTCs and testing staff who completed training for Spring 2024 will not be required to complete additional training for the summer administration. New DTCs who did not complete training for the Spring 2024 AASA administration must complete the following training modules for the summer administration by <b>June 17</b>.</p> <ul style="list-style-type: none"> <li>• Achievement: Test Security and Ethics</li> <li>• Achievement: Test Administration Responsibilities</li> <li>• PearsonAccess Next for DTCs and STCs</li> <li>• Achievement: Technology Training</li> </ul>   | Ongoing – June 17, 2024 |
| <input type="checkbox"/>          | <p><b>Online Sample Tests and Tutorial</b> – Students should practice with the online sample tests and tutorial so they can become familiar with the test features, tools, and different types of questions on the tests.</p> <p>Online sample tests are located at <a href="https://home.testnav.com/">https://home.testnav.com/</a>. Select “Arizona,” then click on “Mic Check and Sample Tests.” Scoring Guides for AASA Sample Tests are posted on the <a href="#">AASA webpage</a> under “AASA Sample Tests.”</p>   | Ongoing                 |

| <b>AASA - Before Test Administration (continued)</b> |  | <b>Dates</b>                            |
|--|--|---|
| <input type="checkbox"/>                             | <p><b>Pearson Technology Office Hours</b> – Available in 15 min., 30 min., or 60 min. sessions for district or school technology personnel responsible for setting up testing devices for online testing. Office hours registration begins <b>Wednesday, May 8, 2024</b>.</p> <p><b>Link to register:</b> <a href="https://calendly.com/az-field-services-engineering">https://calendly.com/az-field-services-engineering</a></p>  | Ongoing<br>Beginning<br>May 8, 2024     |
| <input type="checkbox"/>                             | <p><b>Verify Contact Information and Shipping Address in PearsonAccess<sup>next</sup> (PAN)</b> – All changes or corrections must be made by notifying ADE at <a href="mailto:AASA@azed.gov">AASA@azed.gov</a> no later than <b>May 17, 2024</b>.</p> <p><i>District Test Coordinators with multiple districts must verify each district separately.</i></p>   | May 8-17,<br>2024                       |
| <input type="checkbox"/>                             | <p><b>Create User Accounts in PearsonAccess<sup>next</sup> (PAN)</b> – District Test Coordinators and/or School Test Coordinators may create user accounts for School Test Coordinators, School Test Administrators, and/or Technology Coordinators. User accounts can be added manually or through an import file.</p> <p><i>Users in PAN for the Spring 2024 AASA must have a separate PAN account to administer the summer AASA Grade 3 ELA-Reading test.</i></p>   | Ongoing<br>Beginning<br>May 8, 2024     |
| <input type="checkbox"/>                             | <p><b>Review Students in PearsonAccess<sup>next</sup> (PAN)</b> – Log into PAN to view students associated with your district/schools from the ADE upload of students. Students will be uploaded to the school where they completed testing in the Spring 2024 test window. Students uploaded will automatically be registered, assigned a test, and placed in a test session.</p> <p>All Grade 3 students who did not meet the Move on When Reading (MOWR) cut score in the Spring 2024 AASA administration will be uploaded to PAN. No additional students will be added to PAN. Districts, charters, and schools will determine which uploaded students qualify for one of the MOWR good cause exemptions and any students who will participate in the summer administration.</p> | Ongoing<br>Beginning<br>May 20,<br>2024 |
| <input type="checkbox"/>                             | <p><b>Submit Work Requests in PearsonAccess<sup>next</sup> (PAN) as Needed</b> – A work request must be submitted for any students who need to be transferred in PAN to another school or district.</p> <ul style="list-style-type: none"> <li>• If students are attending summer school at a different school than where they were administered the Spring 2024 AASA, then a Work Request will be needed.</li> <li>• If students have transferred to a new school or district, a Work Request will be needed. The DTC from the releasing district will receive an email notifying them of the request.</li> </ul>   | Ongoing<br>Beginning<br>May 20,<br>2024 |
| <input type="checkbox"/>                             | <p><b>Create Testing Groups (Optional)</b> – The Testing Groups function may be used to group students by classroom or testing days.</p>   | May 20 -<br>July 19, 2024               |
| <input type="checkbox"/>                             | <p><b>Create Reporting Groups (Optional)</b> – The Reporting Groups function may be used to group students by classroom or testing days.</p>   | May 20 -<br>July 19, 2024               |
| <input type="checkbox"/>                             | <p><b>Prepare for Testing</b> – Review directions for accessing the session resources and related activities. Related activities and session resources to prepare a test session for computer-based testing include scheduled sessions, session student rosters, secure testing tickets, and seal codes. These activities must be started several days prior to testing.</p>   | Prior to<br>testing                     |
| <input type="checkbox"/>                             | <p><b>Testing Tickets</b> – Print secure testing tickets for each student. Testing tickets contain student information and should be treated as secure test materials. Each student will need one testing ticket.</p> <p>A <b>seal code</b> will be required for students to access Section 2 of the test.</p>   | Prior to<br>testing                     |

| AASA - Before Test Administration (continued) |   | Dates                          |
|---|---|--------------------------------|
| <input type="checkbox"/>                      | <b>Prepare Test Session(s) in PearsonAccess<sup>next</sup> (PAN)</b> – This task should be done prior to the first day of testing and can take time to complete, depending on how many students are in the session.   | Prior to testing               |
| AASA Test Administration                      |   | Dates                          |
| <input type="checkbox"/>                      | <b>AASA Grade 3 ELA – Reading Summer Administration</b><br><i>Note: All AASA ELA-Reading student responses from SPV tests must be entered into the TestNav system within this same window.</i>  | June 17 -<br>July 19, 2024     |
| <input type="checkbox"/>                      | <b>Start and Unlock Test Session</b> – On testing day, a test session must be started and unlocked for <b>students present</b> for testing. This must be completed by Test Administrators before students can log into TestNav.   | Day of Testing                 |
| <input type="checkbox"/>                      | <b>Manage Test Sections</b> – Test Administrators may monitor a student’s test progress in PearsonAccess <sup>next</sup> (PAN). The Grade 3 ELA-Reading summer administration includes two test sections.   | June 17 -<br>July 19, 2024     |
| AASA - After Test Administration              |   | Dates                          |
| <input type="checkbox"/>                      | <b>Return SPV Materials to Pearson</b> – Collect SPV test booklets from Test Administrators. Follow the packing and return shipment instructions in the <i>Test Coordinator’s Manual</i> .<br><br>If return shipment of SPV materials is not picked up by UPS by <b>July 23, 2024</b> , contact ADE at <a href="mailto:AASA@azed.gov">AASA@azed.gov</a> .                                     | June 24 -<br>July 23, 2024     |
| <input type="checkbox"/>                      | <b>Other Testing Materials</b> – Securely destroy testing tickets and student scratch paper. Printed copies of the <i>Test Coordinator’s Manual</i> and <i>Test Administration Directions</i> are not considered secure test materials and may be disposed of locally.  | After testing                  |
| <input type="checkbox"/>                      | <b>Score Reports (On Demand)</b> – AASA Grade 3 ELA - Reading On Demand Reports will be available in PearsonAccess <sup>next</sup> (PAN) 48 hours after testing. Students must complete both test sections to receive a score report. On Demand Reports will be available for both the Testing organization and Reporting organization (districts) in PAN only until <b>August 15, 2024</b> . | June 19-<br>August 15,<br>2024 |
| <input type="checkbox"/>                      | <b>Score Reports (Electronic)</b> – AASA Grade 3 ELA - Reading score reports and Student Data Files will be available to view, download, and print in PearsonAccess <sup>next</sup> (PAN).  | August 16,<br>2024             |
| <input type="checkbox"/>                      | <b>Score Reports (Paper)</b> – Paper copies of student score reports will be delivered to districts and charters.<br><br><i>The Reporting organization (district) will receive the hard copy of the students’ reports. The Testing organization (district) will be able to access the electronic On Demand score reports.</i>   | August 30,<br>2024             |
| <input type="checkbox"/>                      | <b>Score Reports (Parent Portal)</b> – The AASA Parent Portal will be available for AASA Grades 3 ELA – Reading.  | September<br>13, 2024          |