



# Test Administration Directions

Computer-Based Test (CBT)

American Sign Language (ASL) Test

Special Paper Version (SPV) Tests

Large Print

Regular-Sized Print

Braille

## Grade 3 ELA – Reading



ARIZONA'S  
ACADEMIC  
STANDARDS  
ASSESSMENT



Test Administrator 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 Arizona’s Academic Standards Assessment (AASA) Grade 3 ELA–Reading Summer Test Administration—Computer-Based Testing (CBT):

#### Once students start a test unit/section:

- The test unit/section must be completed on the same day that it is started.
- Students are not required to take Unit/Section 1 and Unit/Section 2 on the same day. However, Unit/Section 1 must be completed before Unit/Section 2.
- If a student logs into Unit/Section 1 of the test on day one of testing, **completes the test unit/section and submits their answers**, the student should be instructed to log out of TestNav at the end of the test session. The Test Administrator must resume the test before the student can sign into TestNav and continue with Unit/Section 2.
- If a student logs into Unit/Section 1 of the test on day one of testing, **but exits the test unit/section without submitting their answers**, the Test Administrator must move the student to Unit/Section 2 of the test before the test is resumed.
- Verify that the **Manage Sections** screen in PearsonAccess<sup>next</sup> has the current test unit/section set for all students before resuming a test. For more information, refer to the *Quick Guide - AASA Grade 3 ELA-Reading Summer Administration*.
- Do not provide the Seal Code for Unit/Section 2 until Unit/Section 1 is completed.
- If the test times out during testing or if the student signs out of TestNav, the Test Administrator must resume the test in PearsonAccess<sup>next</sup> and the student should sign back into TestNav.

#### If a student is unable to log into TestNav:

- Verify the student is registered in PearsonAccess<sup>next</sup>.
- **Verify the student has the correct secure testing ticket.**
- Verify the student typed the username and password exactly as listed on the student’s testing ticket.
- Verify the student’s test session is in **Ready** or **Resumed** status in PearsonAccess<sup>next</sup>. The student may need to refresh TestNav before having the option to sign back into their test.
- Verify the student does not have a Special Paper Version (SPV) accommodation. ADE will create an SPV test session in PearsonAccess<sup>next</sup> 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<sup>next</sup> before testing.
- Select the accommodation(s) for the student in PearsonAccess<sup>next</sup>. For more information, refer to the *PearsonAccess<sup>next</sup> 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
- CBT: Computer-Based Test or Computer-Based Testing
- MOWR: Move on When Reading
- SPV: Special Paper Version



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# Overview of the AASA Test Administration

Arizona's Academic Standards Assessment (AASA) is the statewide achievement test for Arizona students in Grades 3–8. AASA assesses the Arizona English Language Arts (ELA) Standards and the Arizona Mathematics Standards adopted by the Arizona State Board of Education in December 2016. AASA is an untimed, standardized test.

The Arizona State Board of Education identified and approved a Summer readministration of the AASA Grade 3 ELA–Reading test. This administration only applies to Grade 3 students who fail to meet the Move On When Reading (MOWR) indicator on the Spring AASA ELA administration and who do not qualify for one of the good cause exemptions.

Students needing to participate in the summer administration will only be administered the reading portions of the ELA test. The summer administration is available as a Computer-Based Test (CBT). Special Paper Version (regular print, large print, and braille) tests are available, as well as the online American Sign Language (ASL) test format. A scannable Paper-Based Test (PBT) format is not available for the summer administration.

Each District Superintendent or Charter Representative must designate an Achievement District Test Coordinator to oversee AASA testing for all schools within the district or under the same charter. ADE must be notified if there will be a replacement or interim Achievement District Test Coordinator during the Summer test administration. 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 AASA 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 AASA tests are administered to students by Test Administrators. This document provides directions for the administration of the AASA Grade 3 ELA–Reading Summer administration for the online Computer-Based Test (CBT), as well as the online American Sign Language (ASL) test and the Special Paper Version (SPV) test.

Test Administrators must have an electronic or paper copy of this manual. Paper copies will not be provided by Pearson or ADE but may be printed locally. The Test Administrator must follow the directions exactly as stated in this manual.

## Students to Be Tested

The summer administration applies to Grade 3 students who fail to meet the Move on When Reading (MOWR) indicator on the Spring AASA ELA administration and who do not qualify for one of the good cause exemptions. Refer to ADE's MOWR website (<https://www.azed.gov/mowr>) for additional information about MOWR and good cause exemptions.

## Systems for Online Testing

PearsonAccess<sup>next</sup> 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 who will have access to the AASA Grade 3 ELA–Reading Summer test administration must be employees of the school/district/charter. Test Administrators and Proctors who will have access to the AASA Grade 3 ELA–Reading Summer test materials must be trained in proper test security and test administration procedures, must sign an *Achievement Tests Staff Security Agreement*, must be thoroughly familiar with this manual, and must follow the test administration procedures in this manual, including following the scripted directions.

Test Administrators and Proctors who completed trainings and signed test security agreements for the Spring test administration will not need to repeat trainings or sign new test security agreements for the Summer test administration.

Only authorized personnel are permitted to be in the testing room(s) during the administration of the test. Parents, relatives, 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

**Test Administrator responsibilities for Computer-Based Testing (CBT) include:**

- Participating in training activities scheduled by the Test Coordinator
- Signing and returning to the Test Coordinator the *Achievement Tests Staff Security Agreement* form
- Reviewing this manual in advance of the testing date
- Adhering to test administration security procedures
- Allowing AASA Grade 3 ELA–Reading Summer administration testing access to the appropriate students only
- Confirming student accommodations in PearsonAccess<sup>next</sup>
- 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 (braille, large print, and regular-sized print tests) include:**

- Receiving and reviewing the Special Paper Version (SPV) test materials from the Test Coordinator
- Verifying that the student's responses are entered into TestNav within the test window
- Returning all the SPV test materials to the Test Coordinator

## **User Roles in PearsonAccess<sup>next</sup>**

Each Test Administrator must have the appropriate user role in the PearsonAccess<sup>next</sup> system provided by the Test Coordinator.

Any Test Administrator 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<sup>next</sup>.

## **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 provided by the Arizona Department of Education's Assessment Section.

This test is to be administered only within the summer administration dates. Administering this test on any other date, without the written permission of the Assessment Section of the Arizona Department of Education, is a serious testing violation.

The AASA test is not a timed test. The AASA Grade 3 ELA–Reading Summer test administration is divided into two test units/sections. The estimated time for each test unit/section is 45-75 minutes. When two test units/sections are scheduled the same day, there must be a significant break (15-45 minutes) between test units/sections. Do not start a test unit/section if there is not sufficient time to complete the test unit/section by the end of the regularly scheduled school day.

Students are not required to take Unit/Section 1 and Unit/Section 2 on the same day. However, Unit/Section 1 must be completed before Unit/Section 2.

# Before AASA Test Administration

## Test Security

All Test Coordinators, Test Administrators, and Proctors must be trained in proper test security procedures, must sign an *Achievement Tests Staff Security Agreement* form, and must adhere to test security procedures. Test Administrators and Proctors who completed trainings and signed test security agreements for the Spring test administration will not need to repeat trainings or sign new test security agreements for the Summer test administration.

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<sup>next</sup>
- 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/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

## Use of Unacceptable Resources

Students are not permitted to use resources on the AASA 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](http://www.azed.gov/assessment/accessibility).

The use of unacceptable resources during AASA 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 any personal electronic devices during AASA 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 test administration. 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 during testing.

## Testing Conditions and Accommodations

All AASA 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](http://www.azed.gov/assessment/accessibility). Modifications that alter the test construct being measured are prohibited, including changing the number of answer options or providing Text-to-Speech or a human reader during the ELA–Reading test.

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<sup>next</sup> 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.

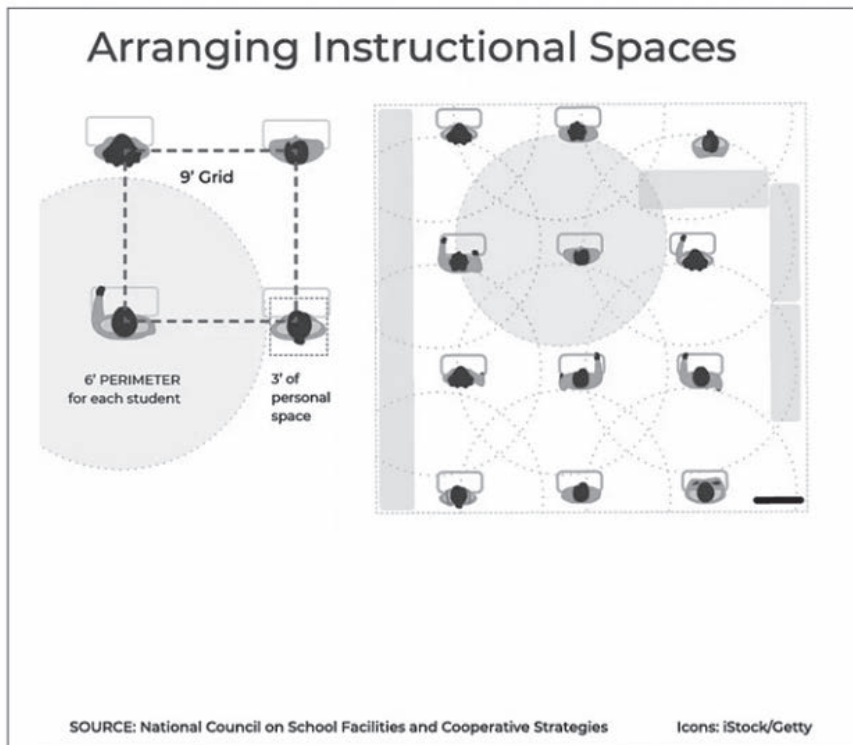
## Location for Testing

The location for testing must be determined prior to the testing date. The AASA tests are to be administered at Arizona schools. Students must be tested in a physical building designated as a testing site by the school. The AASA tests 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 AASA 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 prior to any test session. This includes all content-based (ELA, Math, Science, and History) signage, regardless of the test 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.



## Test Administration Materials

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

- Electronic or paper copy of the *AASA Grade 3 ELA–Reading Summer 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 AASA 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

## AASA Sample Test

The AASA Sample Test helps students, teachers, and parents become familiar with the content, question types, and the tools in the AASA assessments. Students will access the test as a guest, so no personal information needs to be provided. Students should take the AASA Sample Test prior to taking the AASA test.

To access the AASA Sample Tests, the educator will go to the **TestNav Sign In** screen (<https://home.testnav.com/>). A username and password are not required. The **Test Audio** link and the **Mic Check & Sample Tests** links are at the bottom of the screen. Click on **Sample Tests**.

## Prepare Student Devices for Testing (including devices that will be used to enter student responses for Special Paper Version tests)

Prior to testing day, Test Administrators and Technology Coordinators are responsible for ensuring the following:

- All testing devices are in working order.
- The latest version of the TestNav application has been downloaded and installed on all devices, and prohibited applications have been disabled.
- Each device must have the required headphones, keyboard, and mouse and be in working order. Bluetooth headphones are prohibited. The ELA–Reading test will require the use of wired headphones for Listening questions.

## PearsonAccess<sup>next</sup> Resources

Resources available in PearsonAccess<sup>next</sup> 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<sup>next</sup> User's Guide* for detailed instructions on the PearsonAccess<sup>next</sup> resources.

## Starting a Test Session and Unlocking Student Tests in PearsonAccess<sup>next</sup>

Before testing begins, each test session must be prepared and started in PearsonAccess<sup>next</sup>.

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<sup>next</sup> before students can sign into TestNav with their credentials supplied on the secure testing ticket. Refer to the *PearsonAccess<sup>next</sup> User's Guide* for detailed instructions on how to start a test session and unlock a test unit.

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

If a student logs into Unit/Section 1 of the test on day one of testing, **but exits the test unit/section without submitting their answers**, the student must be moved to Unit/Section 2 of the test before their test is resumed. Refer to the *Quick Guide - AASA Grade 3 ELA-Reading Summer Administration* for additional information.



## Signing Into TestNav to Begin Testing

Computers should be in place when students arrive. 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 AASA test in TestNav. Verify student information before issuing secure testing tickets. **The use of an incorrect secure testing ticket during AASA 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<sup>next</sup>. Testing tickets are considered secure test materials and must be stored securely when not in use. Secure testing tickets must be collected at the end of a test section.

### Sample Secure Testing Ticket

STUDENT TESTING TICKET	
Student:	Lastname1, Firstname1
SSID:	999999999999
Session:	AASA Grade 3 Reading Summer
Date of Birth:	mm/dd/yyyy
Test:	AASA Grade 3 Reading Summer
Select <b>Arizona</b> in the application.	
Username:	LGN41660365
Password:	DLY4GAH

The Test Coordinator or the School Test Administrator may print secure testing tickets for students to access TestNav. Refer to the *PearsonAccess<sup>next</sup> 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.

## Seal Code for ELA–Reading Unit/Section 2

A Seal Code is required to unlock Unit/Section 2 of the ELA–Reading test. Unit/Section 1 will not require a Seal Code. Prior to testing day, the Test Administrator needs to print out Seal Codes for Unit/Section 2 to use as a reference during testing. All students in a session will use the same Seal Code to unlock Unit/Section 2. The Test Administrator must write the Seal Code in a place that is visible to all testing students. Seal Codes are considered secure test materials and should be stored securely when not in use.

### Sample Seal Code for ELA–Reading Unit/Section 2

Seal Codes	
Session Name	AASA GRADE 3 READING SUMMER
Test	AASA GRADE 3 READING SUMMER
Start Date	
Location	

Seal Codes are needed to unlock sections of a test. When a test section is sealed, students cannot proceed into the sealed section of the test.  
Each sealed section requires a different Seal Code.  
The number of Seal Codes you will use is determined by the number of sealed sections on the test. You must use the Seal Codes in the exact order in which they are listed below. For instance, if the table contains two sealed sections, use only the first two Seal Codes and ignore the remainder.

---

Allow Access to Section 2: Section 2, by providing the Seal Code:  
1866

## Troubleshoot Guidance for 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<sup>next</sup>.
- **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 session in PearsonAccess<sup>next</sup>.
- **Student in “Completed” status** – Student has completed and submitted the test unit/section. The test unit/section will not be eligible to be reopened.
- **Student in incorrect “Current Section”** – If a student logs into Unit/Section 1 of the test on day one of testing, **but exits the test unit/section without submitting their answers**, the Test Administrator must move the student to Unit/Section 2 of the test before the test is resumed. Verify that the **Manage Sections** screen in PearsonAccess<sup>next</sup> has the current test unit/section set for all students before resuming a test. For more information, refer to the *Quick Guide - AASA Grade 3 ELA-Reading Summer Administration*.

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<sup>next</sup> by the Achievement District Test Coordinator as soon as possible after the incident occurs.

## During AASA 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 AASA Grade 3 ELA–Reading Summer administration, including scripted directions for the American Sign Language (ASL) online test and scripted directions for Special Paper Version (SPV) tests.

## Monitoring Testing

Test Administrators can monitor test sessions in the **Students in Sessions** screen in PearsonAccess<sup>next</sup>. Test Administrators can also view student status and lock or unlock students' tests.

To monitor the status of a test unit/section, the Test Administrator can check the **Manage Sections** screen in PearsonAccess<sup>next</sup>. For more information, refer to the *Quick Guide - AASA Grade 3 ELA-Reading Summer Administration*.

During the administration of the AASA tests, 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 AASA 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 **Save and Return Later** button. The Test Administrator will need to resume the student's test in PearsonAccess<sup>next</sup> 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 is **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.

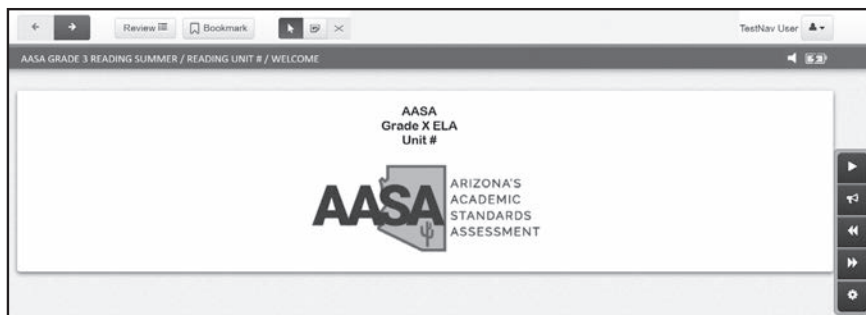
## Students Who Leave the Room During Testing

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.

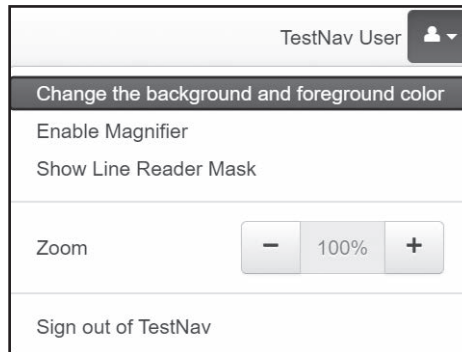
## Exiting the Test before Submitting the Test

**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<sup>next</sup> before the student signs into TestNav.

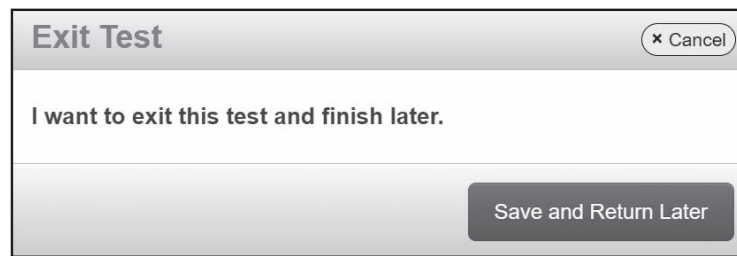
To exit (pause) a test before completing it, the student will click on the **User Dropdown Menu** next to the student's name in the top right corner of the screen.



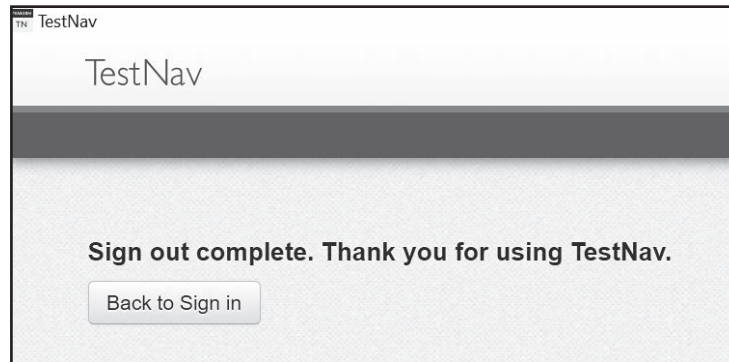
To exit (pause) the test, the student selects **Sign out of TestNav**.



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<sup>next</sup> changes to "Exited."

## Resuming a Student Test in PearsonAccess<sup>next</sup>

For a student to resume testing, the student's test must be unlocked in PearsonAccess<sup>next</sup>. 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 in to PearsonAccess<sup>next</sup>. 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 test ticket.

## Students Who Leave School During Testing

Students who need to leave school before completing a particular test unit/section for the AASA test, including those students who leave due to illness, are ineligible to continue the test for that unit/section. 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/section when the student returns to school. If the student returns to school during the test window, they may continue testing on any test unit(s)/section(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/section in progress at that time, and the reason for leaving early.

# After AASA 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/section 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<sup>next</sup> 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 unit/section has been submitted by checking the **Manage Sections** screen in PearsonAccess<sup>next</sup>. The **Section Status** column will display the letter "C" if the test unit/section has been **completed and the answers submitted**. Refer to the *Quick Guide - AASA Grade 3 ELA-Reading Summer Administration* for more details on checking test unit/section 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 and testing tickets. Follow the directions of your Test Coordinator regarding the return or disposal of 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<sup>next</sup>.

## Special Paper Version (SPV) Tests

Students with an ADE-approved Special Paper Version (SPV) accommodation will be registered by ADE in an SPV test session in PearsonAccess<sup>next</sup> 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).

Once students have been assigned to an SPV test session in PearsonAccess<sup>next</sup>, 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<sup>next</sup>. Refer to the *PearsonAccess<sup>next</sup> User's Guide* for more detailed information.

Students taking the SPV tests should record their responses directly on the SPV test booklet. The Test Administrator must record responses directly into TestNav after the student completes the test, following the directions that are detailed in this document. The Test Administrator will use the student's testing ticket information to log into TestNav for this purpose.

Test Administrators must provide students using the SPV tests enough time to complete the AASA tests and sufficient time for the Test Administrator to enter the student responses into the TestNav system by the close of the test window. **Any SPV test responses not entered into TestNav by the end of the test window will not be scored.**

During testing, if a student needs to leave the room for any emergency reason, ensure to collect the test booklet and any scratch paper from the student prior to them leaving the room.

As each student finishes testing, collect their SPV test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to access content material or use electronic devices, including cell phones or smart watches, until after all students have completed the test and all test materials have been collected from the students.

SPV tests must be returned to the Achievement District Test Coordinator after students have completed testing. For any questions regarding SPV tests, contact the Achievement District Test Coordinator.

## 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. The ASL test does not include embedded ASL videos; however, the Listening questions have been removed from this test format. Signing and/or interpreting the ELA-Reading test is prohibited as it would violate the test construct.

For any student approved for an ASL test, ADE will create an ASL test session in PearsonAccess<sup>next</sup> 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 and accompanying "Test Audio" directions will not apply to students taking the ASL test.

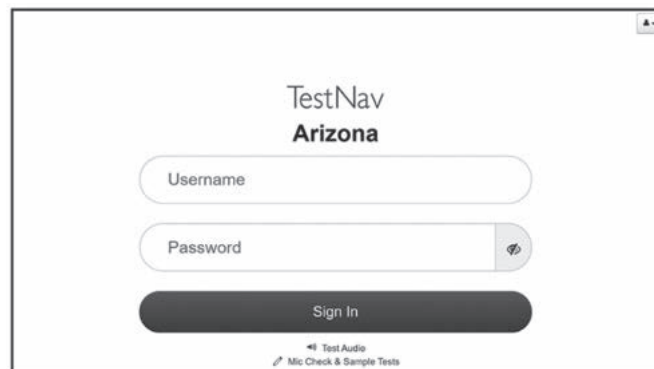


# Computer-Based and American Sign Language Testing Scripted Directions

Prior to beginning a test unit/section, verify that all students have the appropriate accommodations marked in PearsonAccess<sup>next</sup>.

The AASA ELA–Reading test is administered in two test units/sections. Students must complete Unit/Section 1 before completing Unit/Section 2. A significant break of 15-45 minutes must be provided between test units/sections.

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<sup>next</sup> 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 should be verified when distributing secure testing tickets.
- For Unit/Section 2: Write the Seal Code in a place that is visible to all testing students.
- Distribute scratch paper and pencils.

Students may use scratch paper during the ELA–Reading test. However, all student responses must be entered into the response space in TestNav in order to be scored. All scratch paper and secure testing tickets must be collected at the end of the test unit/section and securely destroyed following your district's directions.

**The use of a dictionary or thesaurus is prohibited on the ELA–Reading test. Reading aloud the ELA–Reading test to students violates the test construct. Please do not read test passages or questions aloud to students. Wired headphones will be needed for Listening questions in the ELA–Reading test.**

## ELA–Reading Units 1 and 2—Scripted Directions for Grade 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 not belong to you, raise your hand. Do not sign in until I tell you to do so.

*Resolve any testing ticket issues.*

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

**SAY**

Today, you will be taking Arizona's Academic Standards Assessment ELA–Reading test.

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.


If you have a question or need help during the test, raise your hand, and I will come to you.

The ELA–Reading 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.*

Students taking the Computer-Based Test (CBT) 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.

<p><b>SAY</b></p>	<p>We are ready to begin. You will see the "Sign In" screen on your computer.</p> <p><i>[For Computer-Based Testing only, say:]</i></p> <p>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.</p> <div data-bbox="577 716 1228 1079" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"></div>
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**For Computer-Based Testing only:**

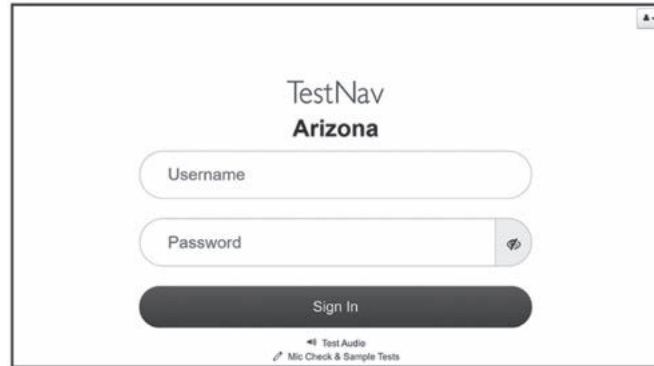
Assist any students who are unable to hear the audio.

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

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

**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.



TestNav  
Arizona

Username

Password

Sign In

Test Audio  
Mic Check & Sample Tests

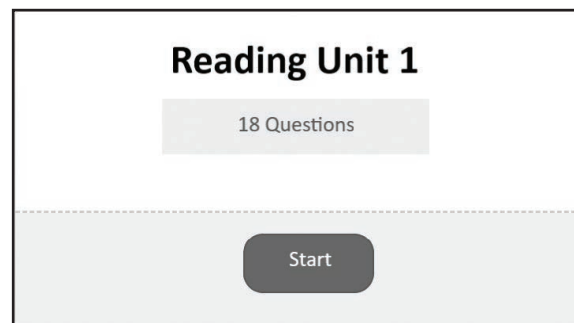
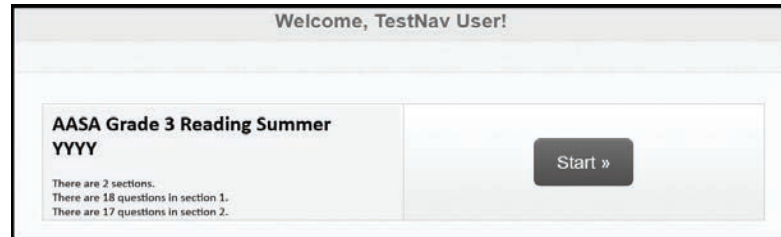
*Verify that all students have launched the test and are now on the “Welcome” screen.*

**SAY**

*For Unit 1, 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.

Click the blue "Start" button to continue. Next, you will see the ELA–Reading test unit screen. Verify that you are in the correct test unit. Then, click the "Start" button.

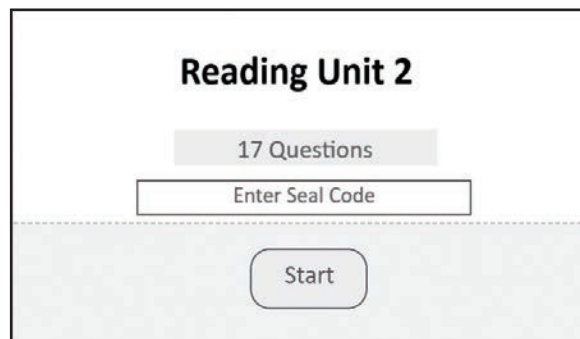


*For Unit 2, say:*

Now, you will see the Reading Unit 2 screen. Type the Seal Code in the Seal Code field.

Once you have typed in the Seal Code, the "Start" button will turn blue to show that it is activated.

Click the blue "Start" button to continue.



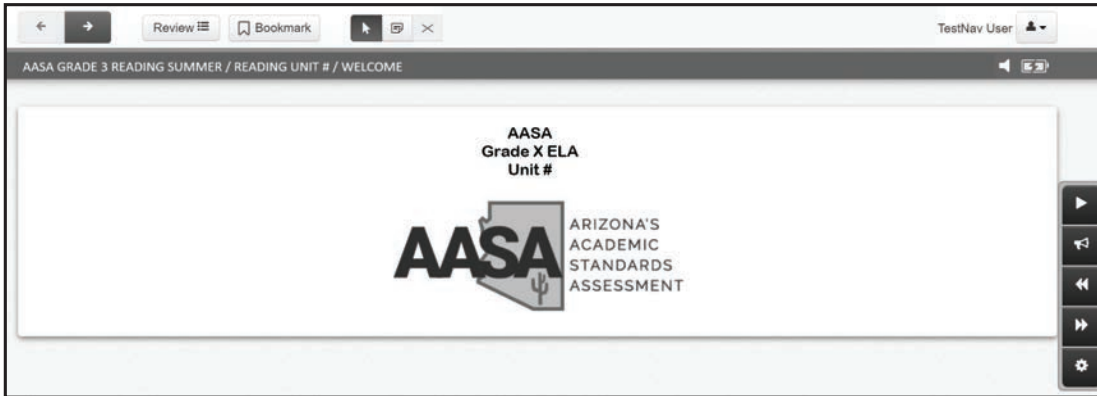
*Once all students have verified their name and any needed assistance has been provided, proceed with the directions.*

*For Unit 1: The students should now be on the “AASA” page.*

*Verify that all students are on the “AASA” page. Assist those students that may need help.*

*Proceed with the directions once all students are on the “AASA” page.*


*The Text-to-Speech toolbar will not be present on the “AASA” page for students taking the American Sign Language (ASL) test.*




*For Unit 2: Once the students have typed in the Seal Code and clicked the “Start” button, the directions and questions will start immediately.*

*Verify that all students are on the “Directions” page for Unit 2. Assist those that may need help.*


*Proceed with the directions once all students are on the “Directions” page for Unit 2.*

	<p>The available testing tools are located at the top and right side of the screen.</p> <p>Are there any questions?</p>
---	---

*Answer any questions.*

	<p>Today's ELA–Reading test contains several reading passages and questions about those passages. You may refer back to the passages when answering the questions.</p> <p>Some of the questions may be challenging or unfamiliar to you. Do your best on all questions.</p> <p>Be sure to read each question carefully. Some questions will require you to enter more than one response.</p> <p>You may use scratch paper, but you need to record your responses in the response spaces provided in TestNav.</p> <p>Before you submit your final answers, you can go back to review the questions that are unanswered for this test unit only.</p> <p>Once your test is submitted, it cannot be reopened.</p> <p>You must remain silent until the conclusion of the testing session.</p> <p>Are there any questions?</p>
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*Answer any questions.*

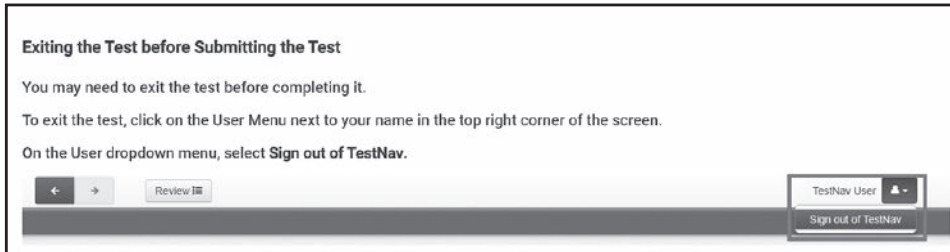
	<p>Now we are going to start the test. Click the blue arrow button at the top of your screen to begin.</p>
---	--

*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/section, 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.

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



### **When the test unit ends:**

<div data-bbox="167 835 311 940" data-label="Text"><p><b>SAY</b></p></div>	<p><b>This concludes the testing session.</b></p> <p><b>If you have not finished testing, you will be allowed to continue working, but select the “Sign Out” option at this time.</b></p> <p><b>If you have finished testing and reviewed your responses:</b></p> <p><i>For Unit 1, say:</i> <b>You may click the green “Submit” button now.</b></p> <p><i>For Unit 2, say:</i> <b>You may click the green “Submit Final Answers” button now.</b></p> <p><b>Are there any questions?</b></p>
--	--

Answer any questions.



The student will see the screen below at the end of the test. This screen shows the test 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:**

End of Unit 1 screen:

The screen displays the title "End of Reading Unit 1" at the top. Below the title is a green checkmark icon and the text "All Questions Answered". A message reads: "Use the **Review** button above, or the list below, to go back and review your answers. When you are done, use the **Submit** button below to submit your answers." A large dark grey button labeled "Submit >>" is centered below the message. At the bottom, there is a grid of 18 buttons labeled "Question 1" through "Question 18", arranged in six rows of three.

End of Unit 2 screen:

The screen displays the title "End of Reading Unit 2" at the top. Below the title is a green checkmark icon and the text "All Questions Answered". A message reads: "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." A large dark grey button labeled "Submit Final Answers" is centered below the message. At the bottom, there is a grid of 17 buttons labeled "Question 1" through "Question 17", arranged in five rows: three rows of three buttons and two rows of two buttons.

Once the student clicks the green button to submit their final answers, the screen will display a warning message to confirm that the student is about to leave this test unit/section. Once the student selects the button to submit their final answers on this warning screen, the test opportunity will end, and the student will not be able to continue to test. This test unit/section cannot be reopened once the student clicks the button to submit their final answers for this test unit/section.

Unit 1 Warning screen:

The screen has a grey header with the text "Section Exit Warning". Below the header, the message reads: "You are about to leave this section and will not be able to return once you exit. Are you sure you want to leave?" At the bottom, there are two buttons: a dark grey "Yes" button and a light grey "No" button.

Unit 2 Warning screen:

The screen has a grey header with the text "Test Submit Warning". Below the header, the message reads: "Are you sure you want to **submit final answers**? You will not be able to return to this test." At the bottom, there are two buttons: a light grey "No, Cancel" button and a dark grey "Yes, Submit Final Answers" button.

Once testing is completed, collect all test materials from the students. All testing tickets, Seal Codes, and scratch paper should be treated as secure documents and must be accounted for at the end of each test unit/section. Missing test materials must be located prior to dismissing students from the testing environment. All test materials must be kept in secure, locked storage.

ELA–Reading Unit/Section 2 is administered exactly the same way as Unit/Section 1 was administered. Follow the same steps and procedures as those performed in Unit/Section 1.

Note: A Seal Code is required for Unit/Section 2. All students in a session will use the same Seal Code to unlock Unit/Section 2. The Test Administrator must write the Seal Code in a place that is visible to all testing students.

A test unit/section must be completed and submitted within one testing day. If a student logs into Unit/Section 1 of the test on day one of testing, **but exits the test unit/section without submitting their answers**, the student must be moved to Unit/Section 2 of the test before their test is resumed. Refer to the Quick Guide - AASA Grade 3 ELA–Reading Summer Administration for additional information.

# Special Paper Version Tests (Large Print and Regular-Sized Print) Scripted Directions


The ELA–Reading test is administered in two test units/sections.

To begin, the Test Administrator must:


- Write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Distribute scratch paper, pencils, and test booklets to students.

Students may use scratch paper during the ELA–Reading test. All scratch paper must be collected at the end of the test unit/section and securely destroyed following your district’s directions.

**Reading aloud or use of an interpreter for the ELA–Reading test to students violates the test construct. Please do not read aloud or interpret passages or test questions to students. Only Reading directions may be read aloud or interpreted for students.**

 <b>SAY</b>	<p>Today you will be taking Arizona’s Academic Standards Assessment ELA–Reading test.</p> <p>Do not open your test booklet until I tell you to do so.</p> <p>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.</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 ELA–Reading 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>
--	---

*Answer any questions.*

 <b>SAY</b>	<p>You will use the same test booklet for all ELA–Reading 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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*Students will use the same test booklet for all ELA–Reading test units.*

**SAY**

Today's ELA–Reading test contains several reading passages followed by questions about those passages. You may refer back to the passages when answering the questions. You will mark your responses in the test booklet in the designated area for each question.

Some of the questions may be challenging or unfamiliar to you. Do your best on all questions.

Be sure to read each question carefully. Some questions will require you to mark more than one answer.

You may use scratch paper, but you need to record your final answers in the test booklet.

When you finish the ELA–Reading test unit, you will see the “Stop” sign. Do not go beyond the “Stop” sign.

When you see the “Stop” sign, you may go back and check your responses for this test unit only. You may not go back to any part of this test booklet at any time.

Be sure to reread your responses and make any necessary edits.

When you are satisfied with your final responses, close your test booklet. Raise your hand, and I will collect your test booklet and scratch paper.

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

Are there any questions?

*Answer any questions.*

*Special Paper Version (SPV) tests for Large Print and Regular-Sized Print will contain sample questions in Unit 1.*

*For Unit 1:*

*The ELA–Reading Unit 1 test will have sample questions. Continue reading the directions for the sample questions.*

*For Unit 2:*

*The ELA–Reading Unit 2 test will not contain sample questions. Skip to page 30 of this manual and continue with the directions.*

*Unit 1 Only: ELA–Reading sample questions—*

**SAY**

Open your test booklet to page 3.

On this page you will see directions and sample questions for the ELA–Reading Unit 1 test.

*Make sure all students have turned to the correct page in their test booklets.*

**SAY**

We will begin by doing two sample questions. You will mark your answers in your test booklet.

Read Sample A in your test booklet. Then mark the answer you choose. When you have finished with Sample A, stop working.

*Give students time to answer Sample A and then continue.*

**SAY**

The correct answer for Sample A is: “B”.

Now read Sample B in your test booklet. Then mark the answer you choose. When you have finished Sample B, stop working.

*Give students time to answer Sample B and then continue.*


**SAY**

The correct answer for Sample B is: “C” and “D”.

Are there any questions?


*Answer any questions.*

Units 1 and 2:

 <b>SAY</b>	<p><i>[For Unit 1, say:]</i></p> <p><b>Now turn to page 6.</b></p> <p><b>On this page you will see directions and a reading passage.</b></p> <p><i>[For Unit 2, say:]</i></p> <p><b>Now turn to page 27.</b></p> <p><b>You may begin the test.</b></p>
--	--

*Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test.*

**When the test unit ends—Units 1 and 2:**

 <b>SAY</b>	<p><b>This concludes the testing session.</b></p> <p><b>If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.</b></p>
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*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. All test booklets must be returned to the Test Coordinator. All test booklets must be stored in secure, locked storage until returned to the Test Coordinator. If any test booklets are missing, a test irregularity must be submitted in PearsonAccess<sup>next</sup>.*

## Special Paper Version Tests (Braille)

Students taking the braille test can respond directly into their test booklet, dictate their responses to the Test Administrator (simultaneously record into TestNav or record into TestNav after the student has completed the test unit), or use a braille writer. Internet access, speech-to-text, word prediction, spelling and grammar check must be disabled on the braille writer or note taker prior to test administration. The Test Administrator must transcribe the student's response into TestNav. To avoid cognitive fatigue, students should not be administered more than one test unit per school day.

The Test Administrator may use the ink print test booklet and the Specific Instructions for the Braille Edition to answer questions from the student about the directions that are included in the test. However, the Test Administrator **must not interpret** any test questions for the student.

The Braille Kit includes the following materials:

- Specific Instructions for the Braille Edition
- Braille Test Booklet, UEB Contracted with Nemeth
- Regular-Size Ink Print Test Booklet
- Wikki Stix
- Adhesive Dots
- Scratch paper

## Braille Kit Tactile Tools

For some questions, students are to provide an answer using tactile tools (Wikki Stix and Sticky Dots) provided in the Braille Kit. It will be important for Test Administrators to have these tools ready to assist students when necessary.

Test questions using Wikki Stix or Sticky Dots must be transferred into TestNav by the Test Administrator. All unbound tactile graphics created using Wikki Stix or Sticky Dots should be returned along with the student's Nonscorable braille test booklets. Any unused Wikki Stix or sheets of Sticky Dots do not need to be returned.

### *Wikki Stix*

Wikki Stix have been provided to assist students in responding to questions where they are asked to graph their response or create a shape, line segment, or histogram. Use of the Wikki Stix allows students to indicate their answer directly on a tactile graphic, instead of brailleing a response to the associated question. Wikki Stix should only be used in conjunction with the specially-created graphing sheets provided for each related question in the student's braille test booklet.

Wikki Stix are made of hand-knitting yarn enhanced with microcrystalline food-grade, non-toxic wax, the kind used in bubble gum and lipstick. They do not contain latex, gluten, nor peanut or other nut oils or byproducts. They are designed to stick to almost any surface, with no added glue or paste. Wikki Stix are easy to peel and reposition if needed.

### *Sticky Dots*

Sticky Dots are sheets of self-adhesive dots provided to assist students in responding to test questions where they are asked to plot points, model equivalent fractions, or graph a solution. Use of Sticky Dots allows students to indicate their answer directly on a tactile graphic, instead of brailleing a response to the associated question. Sticky Dots should only be used in conjunction with the specially-created graphing sheets provided for each related question in the student's braille test booklet.

When handling the Sticky Dots, students will require the assistance of the Test Administrator. After use, Sticky Dots can leave residue on the fingers that may interfere with further reading of the test questions. Ensure that students clean any excess residue from their fingers before continuing with the assessment.



## General Notes for the Specific Instructions for the Braille Edition

The Test Administrator should read the Specific Instructions for the Braille Edition to the student for the relevant questions during the test administration. Specific Instructions for the Braille Edition are included to explain how the braille form may differ from print. Students taking the braille test may write their responses directly into their test booklet, dictate their responses to the Test Administrator, or use a braille writer. Test Administrators may record dictated student responses into TestNav simultaneously as the student provides them or wait until the test has been completed. Student responses using a braille writer or written into the test booklet should be recorded into TestNav after the student completes the test or a unit/section of the test.


1. Braille pages are numbered sequentially in the lower right corner of the page. The corresponding print page numbers are in the upper right corner of the page.
2. A Special Symbols page is included at the beginning of the test to provide the student with information about the dot formation of special braille characters.
3. Transcribers Notes are included to explain special format and layout of information.
4. The following information is omitted from the Braille SPV test:
  - o Headers / Footers (e.g., "GO ON TO THE NEXT PAGE")
  - o Answer sheet references
5. The Answer Sheet is not reproduced in braille.
6. Questions including tactile graphics will include "(TG)" at the end of the comment. If modifications are not necessary, the graphics will be identified by type followed by "(TG)".
7. A Loose Insert Set is clipped inside the front cover of the test booklet.
8. Parenthetical page references are inserted immediately following references to numbered paragraphs or passages.
9. All source citations and copyrights are listed as the last set of pages in the test booklet with the heading, "Source Citations."

# Special Paper Version Tests (Braille)


## Scripted Directions

The ELA–Reading test is administered in two test units/sections. Student must use the same test booklet for both units/sections. These directions will cover the instructions for the ELA–Reading test.

To avoid cognitive fatigue, students taking the braille test should not be administered more than one test unit/section per school day.

 <b>SAY</b>	<p><b>Today you will be taking Arizona’s Academic Standards Assessment ELA–Reading test. Some of the questions may be challenging and unfamiliar to you. Do your best on all questions.</b></p> <p><b>The ELA–Reading test is not timed. Cell phones, smart watches, or any other electronic devices are not permitted during the entire test. Any student who has a personal electronic device in their possession during this test may have their test invalidated. If you have a device with you, please put it in your backpack now.</b></p> <p><b>The ELA–Reading test contains several reading passages followed by questions about those passages. You may refer back to the passages when answering the questions.</b></p> <p><b>You may use scratch paper, but you need to record your answers in the test booklet, or you may use the braille writer, or simply tell me your responses for me to enter into TestNav.</b></p> <p><b>Are there any questions?</b></p>
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*Answer any questions.*

 <b>SAY</b>	<p><b>Open your test booklet to the ELA–Reading test unit.</b></p> <p><i>Or:</i></p> <p><b>Open your test booklet to the page where you left off in the last testing session. (The Test Administrator may assist the student with locating the correct page.)</b></p>
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*Make sure each student has turned to the correct page in their test booklet.*

**SAY**

Be sure to read each question carefully. Some questions will require you to mark more than one answer. There will also be questions that will direct you to respond, "as directed by the Test Administrator." I will provide you the directions for those questions.

Are there any questions?

*Answer any questions.*

*Units 1 and 2:*

**SAY**

When you have finished the ELA–Reading test, you may go back and check your responses for this test unit only. You may not go to any other part of this test booklet.

Be sure to reread your responses and make any necessary edits.

Are there any questions?

*Answer any questions.*

**SAY**

*[For Unit 1, say:]*

**Now turn to the ELA–Reading test unit 1.**


*[For Unit 2, say:]*

**Now turn to the ELA–Reading test unit 2.**

**You may begin the test.**

*Make sure each student has turned to the correct page in their test booklet.*

***When the test unit ends—Units 1 and 2:***

 A speech bubble icon with the word "SAY" inside, pointing towards the right.	<b>This concludes the testing session.</b>
--	--

*After the student has completed the ELA–Reading test unit, their responses must be entered into TestNav. Responses not recorded in TestNav by the end of the test window will not be scored. Student responses should be entered exactly as they appear.*

*Return test materials to the Test Coordinator at the end of the testing session.*

## 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<sup>next</sup>. 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<sup>next</sup>

Once all students have been assigned to a Special Paper Version (SPV) test session in PearsonAccess<sup>next</sup>, 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<sup>next</sup>.

For SPV testing, a test session should be started and unlocked in PearsonAccess<sup>next</sup> once the Test Administrator is ready to enter the student's responses into TestNav. This must be done prior to signing into TestNav with the student's credentials supplied in the secure testing ticket.

Refer to the *PearsonAccess<sup>next</sup> 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<sup>next</sup>. 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

<b>STUDENT TESTING TICKET</b>	
<b>Student:</b>	<b>Lastname1, Firstname1</b>
<b>SSID:</b>	<b>999999999999</b>
<b>Session:</b>	<b>AASA Grade 3 Reading Summer</b>
<b>Date of Birth:</b>	<b>mm/dd/yyyy</b>
<b>Test:</b>	<b>AASA Grade 3 Reading Summer</b>
Select <b>Arizona</b> in the application.	
<b>Username:</b>	<b>LGN41660365</b>
<b>Password:</b>	<b>DLY4GAH</b>

## Seal Code for ELA–Reading Unit/Section 2

A Seal Code is required to unlock Unit/Section 2 of the ELA–Reading test. Unit/Section 1 will not require a Seal Code. Prior to testing day, the Test Administrator needs to print out Seal Codes for Unit/Section 2 to use as a reference during testing. All students in a session will use the same Seal Code to unlock Unit/Section 2. The Test Administrator will write the Seal Code in a place that is visible to all testing students. Seal Codes are considered test secure materials and should be stored securely when not in use.

### Sample Seal Code for ELA–Reading Unit/Section 2

#### Seal Codes

Session Name

Test

Start Date

Location

Seal Codes are needed to unlock sections of a test. When a test section is sealed, students cannot proceed into the sealed section of the test.  
Each sealed section requires a different Seal Code.  
The number of Seal Codes you will use is determined by the number of sealed sections in the test. You must use the Seal Codes in the exact order in which they are listed below. For instance, if the table contains two sealed sections, use only the first two Seal Codes and ignore the remainder.

---

Allow Access to **Section 2: Section 2**, by providing the Seal Code:  
**1866**

## 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 “Arizona Sign In” screen should be visible. The Test Administrator should have the testing ticket and the Seal Code (applicable to Unit/Section 2 only) from PearsonAccess<sup>next</sup> ready to sign into the AASA test as the student. For Unit/Section 2, the test unit/section will not begin until the Seal Code is entered. Once the correct Seal Code is entered, the **Start** button will turn blue to show that it is activated.

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.

### Directions for Grade 3 ELA–Reading Summer Test:

Upon initial login to TestNav, the Test Administrator will enter the student’s Username and Password on the “Sign In” screen as provided on the secure testing ticket, then will click the **Sign In** button. From this screen, the Test Administrator can launch the student’s test that has been previously unlocked in PearsonAccess<sup>next</sup>.

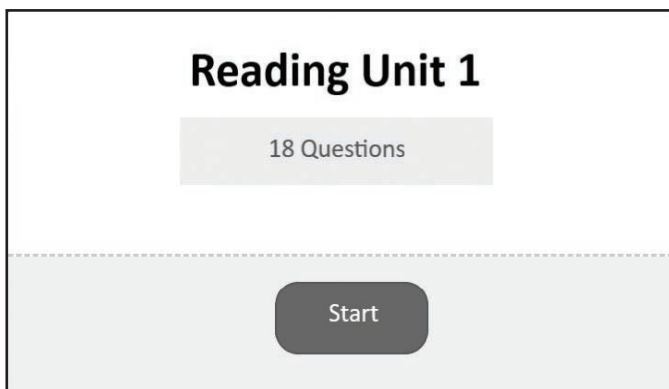
Refer to the *PearsonAccess<sup>next</sup> User’s Guide* for detailed instructions on how to unlock a test.

Click the blue **Start** button.

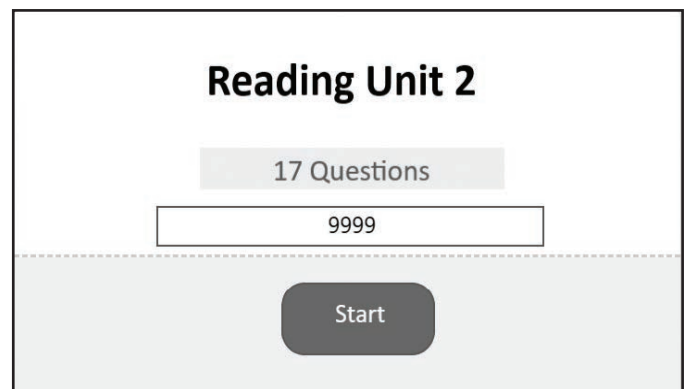
Now the Test Administrator will see the following screen. This screen will be specific to the *test unit* administered to the student.

*For Unit 2:* The test unit will not begin until the Seal Code is entered. Once the correct Seal Code is entered, the **Start** button will turn blue to show that it is activated.

*For Units 1 and Unit 2:* Click the blue **Start** button to continue.

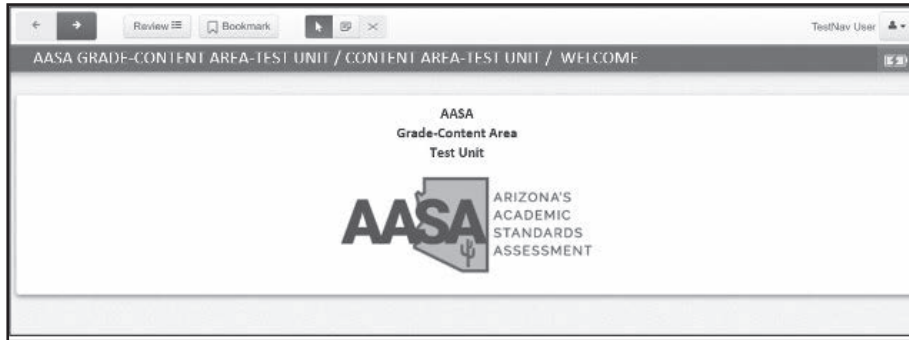


The screenshot shows a test interface for "Reading Unit 1". At the top, the title "Reading Unit 1" is displayed in bold. Below the title, a light gray box contains the text "18 Questions". A horizontal dashed line separates the top section from the bottom section. In the bottom section, there is a dark gray rounded rectangular button with the word "Start" in white text.



The screenshot shows a test interface for "Reading Unit 2". At the top, the title "Reading Unit 2" is displayed in bold. Below the title, a light gray box contains the text "17 Questions". Below that, a white rectangular input field contains the text "9999". A horizontal dashed line separates the top section from the bottom section. In the bottom section, there is a dark gray rounded rectangular button with the word "Start" in white text.

*For Unit 1:* The next screen will be the “AASA” page. This screen will be specific to the *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.

*For Unit 2:* Once the Test Administrator has typed in the Seal Code and clicked the “Start” button, the directions and questions will start immediately.

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


- Before the beginning of the ELA–Reading Unit 1 test, large print and regular-sized print Special Paper Version (SPV) test booklets will contain sample questions. These sample questions will not be present on the online test in TestNav.
- The question number sequencing on the SPV test differs from the online test. When key entering student responses into TestNav for Unit 2, 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 for scoring.



Once the student responses have been entered, 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 this test unit, they cannot go back to this test unit.

End of Unit 1 screen:

## End of Reading Unit 1



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** button below to submit your answers.

Submit >>

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

End of Unit 2 screen:

## End of Reading Unit 2



All Questions Answered

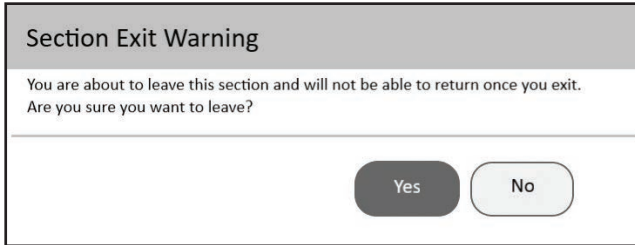
Use the **Review** button above, or the list below, to go back and review your answers.  
When you are done, use the **Submit Final Answers** button below to submit your answers.

Submit Final Answers

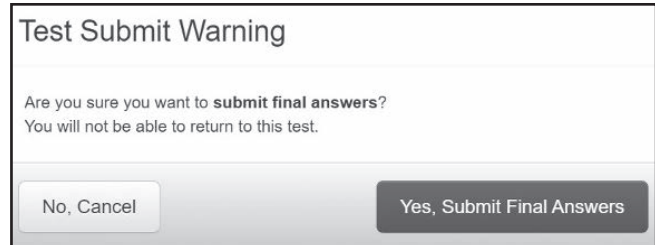
Question 1	Question 2	Question 3
Question 4	Question 5	Question 6
Question 7	Question 8	Question 9
Question 10	Question 11	Question 12
Question 13	Question 14	Question 15
Question 16	Question 17	

Once the Test Administrator clicks the green button to submit the student’s final answers, the Test Administrator will see a warning message. 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 on the button to submit the student’s final answers for the test unit.

Unit 1 Warning screen:



Unit 2 Warning screen:



After all student responses have been entered in TestNav, Special Paper Version (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.*

