Test Coordinator's Manual

Grade 3
ELA – Reading

AASA

ARIZONA'S
ACADEMIC
STANDARDS
ASSESSMENT

ARIZONA DEPARTMENT OF EDUCATION

Test Coordinator Name

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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

P Pearson

General Testing Information

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 Arizona Mathematics Standards adopted by the Arizona State Board of Education in December 2016. Pearson is the test vendor for AASA and the provider of the online testing platform. Pearson will also handle the printing, shipping, and processing for all AASA test materials.

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.

The AASA tests are untimed, standardized exams and must be administered exactly as directed in the *AASA Grade 3 ELA–Reading Summer Test Coordinator's Manual (TCM)* and the corresponding *AASA Grade 3 ELA–Reading Summer Test Administration Directions (TAD)* manual. Achievement District Test Coordinators must review the *AASA Grade 3 ELA–Reading Summer Test Coordinator's Manual* and the *AASA Grade 3 ELA–Reading Summer Test Administration Directions* well in advance of training School Test Coordinators and Test Administrators and before administering the test. Achievement District Test Coordinators are responsible for ensuring the appropriate and correct administration of the AASA in all schools within the district or under the same charter.

The AASA Grade 3 ELA–Reading Summer test administration is divided into two units/sections. 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. Students must receive a valid score on each ELA test unit/section in order to receive an ELA score.

Available Resources for the Test

To provide the appropriate oversight of all AASA Grade 3 ELA–Reading Summer testing, Achievement District Test Coordinators must be familiar with the content of this manual and the content of the following additional resources:

- *AASA Grade 3 ELA–Reading Summer Test Administration Directions (TAD)*
- *Arizona Accommodations Manual*
  http://www.azed.gov/assessment/accessibility/
- *PearsonAccess^next User's Guide*
- *Quick Guide - AASA Grade 3 ELA-Reading Summer Administration*
- *TestNav Online User's Guide*
  https://support.assessment.pearson.com/TN/testnav-system-requirements-18613791.html

Electronic copies of the *AASA Grade 3 ELA–Reading Summer Test Administration Directions (TAD), AASA Grade 3 ELA–Reading Summer Test Coordinator's Manual (TCM),* and *PearsonAccess^next User's Guide* are available in the *Support > Documentation* section of PearsonAccess^next **(https://az.pearsonaccessnext.com).**

Test Administrators and Proctors are expected to read all of the *AASA Grade 3 ELA–Reading Summer Test Administration Directions (TAD)* prior to testing. The *AASA Grade 3 ELA–Reading Summer Test Administration Directions (TAD)* are not secure test materials. Any printed copies may be kept in classrooms or other non-secure locations and do not need to be returned to Pearson. They may be discarded locally after testing.

Responsibilities of the Achievement District Test Coordinator

The Achievement District Test Coordinator is responsible for the correct administration of the AASA Grade 3 ELA–Reading Summer testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct testing in the schools. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators. However, the Achievement District Test Coordinator assumes ultimate responsibility.

Responsibilities of the Achievement District Test Coordinator include:

Before Testing

- [ ] Submit to Arizona Department of Education (ADE) a copy of the *Assessment Test Coordinator and Security Agreement.* Notify ADE if there will be a replacement or interim Achievement District Test Coordinator during the Summer test administration.

- [ ] Submit documentation to ADE for any students who require a Special Paper Version (SPV) or American Sign Language (ASL) test.

- [ ] Complete Achievement District Test Coordinator training.

- [ ] Verify student enrollments in PearsonAccess^next from ADE's upload of students.

- [ ] Train Test Administrators on test administration procedures, test security procedures, and Test Administrator responsibilities.

- [ ] Obtain and locally store signed copies of the *Achievement Tests Staff Security Agreement* forms for all staff members who will administer, proctor, be in contact with testing materials, or have access to the testing environment.

- [ ] Implement and maintain security procedures within the district/charter and school(s).

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

- [ ] Schedule testing activities within the district or charter schools.

- [ ] Communicate the schedule to Test Administrators and district/charter personnel, as applicable.

- [ ] Distribute testing materials to school sites.

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

- [ ] Arrange for a sufficient supply of scratch paper, pencils, and erasers.

- [ ] Prepare and securely store secure test materials.

- [ ] Create a record for all testing sessions that includes the time and date of the testing sessions, the name of the Test Administrator, the test administered, and the names of all participating students.

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

- [ ] **Save the test materials shipping boxes** to use for returning SPV test materials to Pearson at the end of the test window.

Before Testing—Additional Responsibilities for Computer-Based Testing (CBT)

- ☐ Ensure that all appropriate school personnel have access to PearsonAccess^next with the correct user role.
- ☐ Ensure that devices and test materials to be used for testing are ready.
- ☐ Ensure that Test Administrators and students have had appropriate practice with the AASA Sample Tests.
- ☐ Prepare and securely store secure testing tickets for each eligible student.

Before Testing—Additional Responsibilities for Special Paper Version (SPV) Tests

- ☐ Receive and inventory Special Paper Version (SPV) test materials.
- ☐ Arrange delivery, distribution, and the return of SPV testing materials.
- ☐ Ensure that Test Administrators are familiar with instructions for administering SPV tests, which are included in the *Test Administration Directions* manual. This includes transfer of student responses from SPV tests into TestNav by the end of the test window.
- ☐ ADE will create an SPV test session in PearsonAccess^next for any student(s) with an approved SPV test and will move the student(s) into the SPV test session prior to testing. ADE will also place an order for approved SPV tests at the beginning of the Additional Order Window.
- ☐ Ensure the School Test Coordinator or qualified Test Administrator has a working device with the latest version of the TestNav application installed, which will be used in conjunction with the student SPV test booklet.
- ☐ Ensure PearsonAccess^next access for users who will transfer student responses from SPV test booklets into TestNav.

During Testing

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

☐ Maintain an accurate inventory of all test materials throughout the test administration window.

☐ Check out all test materials (*AASA Grade 3 ELA–Reading Summer Test Administration Directions* manual, Special Paper Version (SPV) test materials, and secure testing tickets) to School Test Coordinators and Test Administrators prior to test administration. Secure testing materials must be stored in a secure locked area with the District/School Test Coordinator when they are not being used. *Test Administration Directions* manuals will not be shipped to districts but may be printed locally.

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

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

☐ Monitor online test completion using PearsonAccess[next] to ensure all students are tested.

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

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

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

After Testing

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

☐ Ensure the secure disposal of all used scratch paper.

After Testing—Additional Responsibilities for Special Paper Version (SPV) Tests or Computer-Based Testing (CBT)

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

☐ Ensure that all SPV test materials are returned to Pearson as Nonscorable materials.

Procedures for Test Administration

Test Administrators

The Achievement District Test Coordinator is responsible for assigning Test Administrators and, if needed, Proctors for each group of students testing and for each testing room. Test Administrators **must** be employees of the school or district and **must** be trained in the correct test administration and test security procedures. All Test Administrators and Proctors must sign an *Achievement Tests Staff Security Agreement* form. 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. District or school staff who have relatives being administered the test are not permitted to be in the testing room while their relative is testing. Having unauthorized people in the test room during test administration is an ethical test violation.

Students to Be Tested

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.

Test Administration Schedule

The Achievement District Test Coordinator is responsible for communicating the test administration schedule to the appropriate school and district personnel, including Test Administrators, as well as to students and parents/guardians. The testing schedule must comply with the guidance provided by the Arizona Department of Education's Assessment Section. Assessment test windows will not be extended for any reason.

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.

For Special Paper Version (SPV) testing, all student responses from a SPV test must be transferred into TestNav by the end of the test window.

Testing Locations

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

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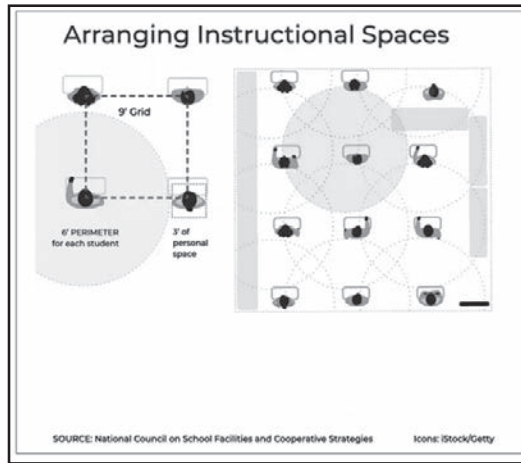
Required Test Materials

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

The *Test Coordinator's Manual* and *Test Administration Directions* manual are available electronically in PearsonAccess^next and may also be printed.

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 (TAD)*
- 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
- Printed Seal Code for Unit/Section 2 (used as reference by Test Administrator). Note: 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.
- 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 AASA testing within the TestNav application.

Students may use scratch paper, but all responses must be entered in TestNav in order to be scored.

The use of a wired headset is required for embedded Listening items, with the exception of Special Paper Version (SPV) or American Sign Language (ASL) tests.

Test Security

All districts and charters administering the AASA Grade 3 ELA–Reading Summer test must have an *Assessment Test Coordinator and Security Agreement Form* on file with ADE.

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

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

Achievement District Test Coordinators are responsible for establishing and enforcing test security procedures. These procedures must comply with the *Achievement Tests Staff Security Agreement* form, test security guidance provided during the Achievement training, and the Arizona State Board of Education guidelines regarding test security. Guidance on test security is also included in the *AASA Grade 3 ELA–Reading Summer Test Administration Directions.*

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

Student Confidentiality

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

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

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

AASA Test Irregularity Process

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

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

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

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

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

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

Follow these steps to report an AASA testing irregularity:

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

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

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

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

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

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

Testing Platforms

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

PearsonAccess^next System

Achievement District Test Coordinators will use the PearsonAccess^next system to:

- Upload and manage other PearsonAccess^next users
- Search for and confirm student enrollments
- Indicate accommodations for students who need them
- Print secure testing tickets
- Print Seal Code for Unit/Section 2 (used as a reference by Test Administrator). Note: 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.
- Monitor test completion rates for online testing and TestNav entry
- Report testing irregularities

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

Users

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

All Test Administrators must have a PearsonAccess^next user role of School Test Administrator or higher in order to administer the AASA Computer-Based Test (CBT).

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

Students

All students participating in the AASA Grade 3 ELA–Reading Summer test must be registered and enrolled in PearsonAccess^next, including students who are taking online, Special Paper Version (SPV), or American Sign Language (ASL) tests. ADE will upload eligible students to PearsonAccess^next.

Accommodations

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

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

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

Secure Testing Tickets

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

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

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 **Arizona** in the application.

Username: LGN41660365   Password: DLY4GAH

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 material and should be stored securely when not in use.

Sample Seal Code for ELA–Reading Unit/Section 2

TestNav System

TestNav is the AASA online test delivery platform.

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

AASA Sample Tests

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

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

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

Computer-Based Test (CBT)—Testing Information

The Achievement District Test Coordinator's responsibilities for Computer-Based Testing (CBT) schools are outlined in this section from **before** testing to **during** and **after** testing. Remember that only students with an enrollment in PearsonAccess^next will be able to participate in the AASA.

Before Testing

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^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/or resources during test administration

- Read any parts of the test to students, except as indicated in the ***Test Administration Directions*** manual, or as part of an approved accommodation

- Influence students' responses by making any kind of gestures (for example, pointing to questions, holding up fingers to signify question numbers or answer options) while students are taking the test

- Instruct students to go back and reread/redo responses after they have finished their test since this instruction may only be given before the students take the test

- Review students' responses

- Translate, reword, or explain any test content

- Change students' answer choices

- Read or review students' scratch paper and other secure materials

- Participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures

During Testing

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

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

Managing Test Completion

PearsonAccess^next will store the test completion data for the online tests. The **Students in Sessions** screen in PearsonAccess^next allows you to monitor a student's test progress, and the **Manage Sections** screen will allow you to set students to begin a specific test section, or if needed, change the current test section for a student. A test unit/section must be completed and submitted within one testing day. Students are not permitted to return to a previous test unit/section on a subsequent day. For students who fail to submit Unit/Section 1, please refer to the *Quick Guide - AASA Grade 3 ELA-Reading Summer Administration* for additional information.

After Testing

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

Collect all used scratch paper and all secure testing tickets. Used scratch paper, secure testing tickets, and printed Seal Codes for Unit/Section 2 (used as a reference by the Test Administrator during testing) should be securely destroyed locally.

Any printed copies of the *Test Coordinator's Manual* and *Test Administration Directions* manual may be discarded locally and do not need to be returned to Pearson.

Special Paper Version (SPV) Test Accommodations

The Achievement District Test Coordinator's responsibilities when Special Paper Version (SPV) tests are administered in the district or charter are outlined in this section from **before** testing to **during** and **after** testing. SPV tests include braille, large print, and regular-sized print tests.

All accommodations for SPV tests must be identified in the student's IEP or 504 Plan and must be used on a regular basis in the classroom for the student's daily instruction.

Before Testing

ADE will create a Special Paper Version (SPV) test session in PearsonAccess^next for any student with an approved SPV test and will move the student into the appropriate test session prior to testing. ADE will also place an order for any approved SPV tests at the beginning of the Additional Order Window. **Achievement District Test Coordinators will not need to place orders for SPV tests**. Please note that students who are approved for an SPV test and who have an SPV test indicated in PearsonAccess^next will not have access to the online test.

During Testing

Refer to the *Computer-Based Test (CBT) – Testing Information* section of this manual for important test security guidance.

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

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

After Testing

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

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

All SPV test booklets must be returned to Pearson at the end of the test window as Nonscorable materials. All components of any Braille kits received must be returned to Pearson as Nonscorable materials.

Returning Special Paper Version (SPV) Materials to Pearson

Completing an AASA Grade 3 ELA–Reading Summer Materials Return Inventory Sheet

☐ Organize the secure test materials.

- Used and unused AASA Grade 3 ELA–Reading Special Paper Version (SPV) test booklets and any corresponding components, if applicable, including braille ink print test booklets and Special Instructions for the Braille Edition documents

☐ Complete an *AASA Grade 3 ELA–Reading Summer Materials Return Inventory Sheet* for each school. Refer to figure below.

SPV tests can be returned to Pearson as soon as testing is complete and all student responses have been entered in the TestNav system. Refer to the District Test Coordinator Important Tasks Checklist for critical dates to return materials.

Boxing Nonscorable Special Paper Version (SPV) Test Booklets

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

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

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

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

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

☐ Seal the boxes.

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

Green Nonscorable Return Label for AASA Nonscorable Test Materials

☐ Number the Nonscorable boxes.

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

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

☐ Contact UPS to make arrangements to have boxes picked up. Keep a list of the tracking numbers for all boxes being returned to Pearson.

UPS Shipping Label with Green Nonscorable Return Label Affixed to Box

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

UPS Shipping Service

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

UPS Shipping Label

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

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

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

☐ A **green** Nonscorable return label has been completed and affixed to the top of each box containing AASA **Nonscorable** materials.

☐ A UPS **Nonscorable** shipping label to Pearson has been affixed to each box of **Nonscorable** materials.

☐ Verify the original shipping labels are removed or covered.

☐ Verify the total number of boxes with the **green** Nonscorable return labels. Have this number ready for the driver.

Green Nonscorable Return Label and UPS Shipping Label Affixed to Box

Contact Information

Contact the Pearson Customer Support Line with questions regarding any of the PearsonAccess^next tasks, technical issues, issues receiving or returning Special Paper Version (SPV) materials, and general testing or functionality questions.

Customer Support Line at Pearson
Phone: 1.888.705.9421, Option 3
Email: Visit PearsonAccess^next at **https://az.pearsonaccessnext.com** and click on the **"Contact Arizona Support"** link.

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

Pearson