



Achievement Assessments

Achievement Testing Mode Application User Guide

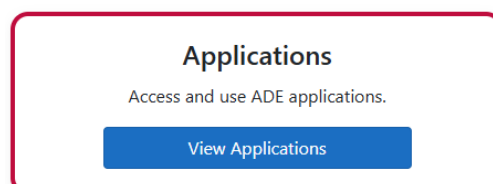
Overview

All statewide achievement tests (AASA, AzSCI, ACT Aspire, and ACT) are administered online by default. If any school wishes to switch to paper-based testing for any of the Spring 2027 statewide achievement tests, a request must be submitted to ADE for review and approval in the Achievement Testing Mode Application, located in the new Assessments Portal, **September 14 – October 9, 2026**.

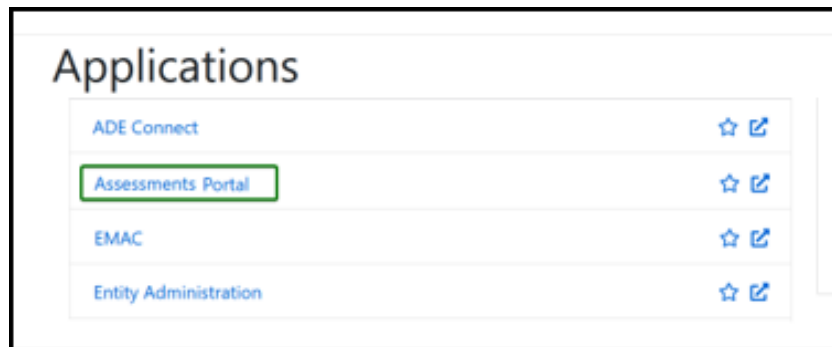
- No action needs to be taken if school sites will administer computer-based assessments.
- Only the Achievement District Test Coordinator (DTC) can submit paper-based testing requests in the application. The DTC must have the *Achievement District Test Coordinator* role in ADEConnect.
- Requests for paper-based testing will apply to the entire school.
- A separate request must be submitted for each assessment and school, as applicable.
- Requests for paper-based testing require an explanation of special circumstances for which paper-based testing is needed.
- All AzSCI paper tests are administered as Special Paper Version tests and require that all student responses be transferred into TestNav by a qualified Test Administrator by the end of the AzSCI [test window](#). The qualified Test Administrator must have completed all required training and must have a signed [2026-2027 Achievement Tests Staff Security Agreement](#) form on file with the district or charter.

Submitting a Request for Paper-Based Testing

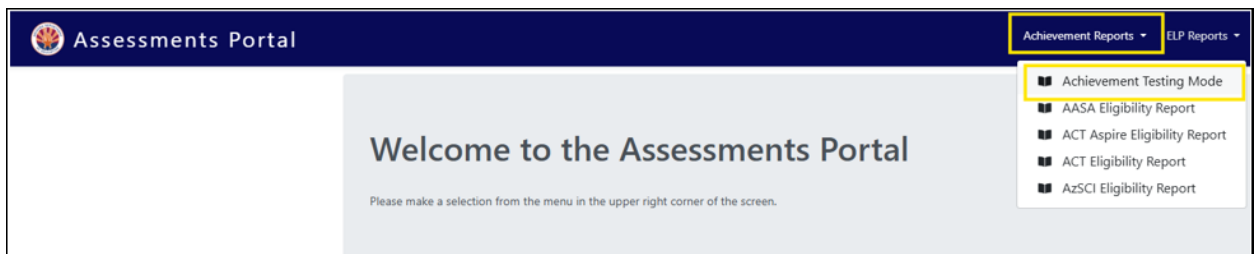
1. To access the Achievement Testing Mode Application, go to ADEConnect (<https://adeconnect.azed.gov/>) and select **View Applications**.



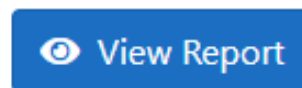
2. Select the **Assessments Portal** from the list of ADEConnect applications.



3. Select the **Achievement Reports** drop-down and click on **Achievement Testing Mode**.



4. On the Achievement Testing Mode screen, select your District, School(s) that are requesting paper-based testing, and the Assessment Type. If multiple schools in your district are requesting paper-based testing, you may select each school from the School(s) drop-down menu. You may also select multiple Assessment Types. Once you have made your selections, click **View Report**.



5. Click on the blue pencil icon for each assessment to change the testing mode.

Testing Mode Requests				
Click the  icon to request a testing mode change				
Show 10 entries				
Assessment Type	School ID	School Name	Current Mode	Action
AASA	████	████████████████	Computer-based Testing	
AzSCI	████	████████████████	Computer-based Testing	

6. The **Change Testing Mode** box will appear. Enter the reason for the paper-based testing request and select **Submit Request**.

Change Testing Mode

School ID: [redacted] | Assessment Type: AASA

Your current Testing Mode is **Computer-based Testing (CBT)**.

Enter a reason and click Submit to send your request to switch to **Paper-based Testing (PBT)**.

Reason for Request: *

Please provide a detailed explanation for requesting paper-based testing (minimum 10 characters)

Remaining characters: 180

Cancel **Submit Request**

7. ADE will review the request and update the status within the application. ADE may email the Achievement District Test Coordinator with any questions or if clarifications are needed.
8. Contact ADE's Achievement Assessments team at Testing@azed.gov with any questions.