Spring 2027 AASA District Test Coordinator Important Tasks Checklist

This document provides Achievement District Test Coordinators with a list of important tasks and dates associated with the Spring 2027 AASA online, paper, and Special Paper Version test administration.

AASA Test Windows	
Computer-Based Testing (CBT) Schools	**Paper-Based Testing (PBT) Schools**
Grades 3-8 Writing and Grade 3 Oral Reading Fluency: April 12 – April 23, 2027	**Grades 3-8 Writing, Reading, and Math test units:** April 12 – April 23, 2027 **Grade 3 Oral Reading Fluency:** April 12 – April 23, 2027
Grades 3-8 Reading and Math: April 12 – May 7, 2027	

PearsonAccess^{next} (PAN) will open for the AASA test administration tasks on January 20, 2027.

	AASA - Before Test Administration	Dates	Resource
☐	**Technology Ready –** Download the TestNav application on all devices to be used by students for the AASA test administration.	Ongoing	http://download.testnav.com
☐	**Special Paper Version (SPV) Test Requests –** SPV test accommodations include braille, large print, and regular print SPV tests. All SPV test requests must be submitted to ADE for approval using the secure ADE online form: https://www.azed.gov/form/spv2027. *Please submit SPV test requests as soon as possible within this window. SPV tests may not be available for requests submitted after **February 5, 2027**. Contact ADE at AASA@azed.gov if a student has an injury or illness after **February 5, 2027,** that necessitates a paper test.*	9/14/26-2/5/27	SPV Test Request Process Quick Guide
☐	**Additional Accommodations Requests –** If a student requires additional accommodations beyond the Universal Tools, Universal Test Administration Conditions, or Accommodations described in the Achievement Assessments Accommodations Manual, a request must be submitted to ADE for approval using the secure ADE online form: https://www.azed.gov/form/achievement-aa-fy27. *This form should be used to request the American Sign Language (ASL) form of the test for a student.*	9/14/26-2/5/27	Additional Accommodations Process Quick Guide

AASA - Before Test Administration (continued)		Dates	Resource
☐	**District Test Coordinator (DTC) Trainings –** Training modules will be available in the Arizona Learning Management System (AzLMS). DTCs should complete required training modules by **March 5, 2027,** and must ensure that all testing staff have received required training prior to administering any test session. *DTCs who had an AzLMS account last school year and are in the same district or charter this school year will continue to use the same account. New DTCs will be enrolled in AzLMS and will receive a welcome email from Adobe Learning Manager with instructions on completing the AzLMS account registration process.*	Ongoing beginning 11/23/26	Training Requirements
☐	**Online Sample Tests and Student Readiness Tool –** Students should practice with the online sample tests and Student Readiness Tool so they can become familiar with the test features, tools, and different types of questions on the tests. *These resources are located at https://home.testnav.com/. Select "Arizona," then click on "Mic Check and Sample Tests." Scoring Guides for AASA Sample Tests are posted on the AASA webpage under "AASA Sample Tests and Student Readiness Tool."*	Ongoing	https://home.testnav.com/
☐	**Pearson Technology Office Hours –** Sessions are available in 30-minute increments for district or school technology personnel responsible for setting up testing devices for online testing. AASA technology office hours registration begins **January 20, 2027,** and sessions begin on **January 25, 2027.**	1/25/27-2/12/27	Schedule Technology Office Hours Session
☐	**Verify Contact Information and Shipping Address in PearsonAccess^{next} (PAN) –** All changes or corrections must be made by notifying ADE at AASA@azed.gov no later than **February 26, 2027**. *District Test Coordinators with multiple districts or charters must verify each district or charter separately.*	1/20/27-2/26/27	PAN User's Guide
☐	**Create User Accounts in PearsonAccess^{next} (PAN) –** District Test Coordinators must ensure that PAN account access is set up for School Test Coordinators, School Test Administrators, and other staff in the district or charter who will need access. It is recommended that access be granted only after the user has completed the required training and has signed a Test Security Agreement. *Users who will need access to PAN for AASA and AzSCI must have a separate PAN account created for each.*	Ongoing beginning 1/20/27	PAN User's Guide
☐	**Participation Count and Materials Due-In-District Window –** District Test Coordinators will confirm participation counts, and update if needed, and select the preferred materials due-in-district window in PearsonAccess^{next} for the delivery of test materials. • Materials due-in-district window 1: 3/29/27 - 4/1/27 • Materials due-in-district window 2: 4/5/27 - 4/8/27 *If the preferred materials due-in-district selection is not made within the window, then the district or charter's delivery window will default to delivery window 1.*	2/1/27-2/12/27	PAN User's Guide

AASA - Before Test Administration (continued)		Dates	Resource
☐	**Revise Student Enrollments in AzEDS –** The last day to revise student enrollments in AzEDS and have those revisions be reflected in ADE's student upload file is **January 26, 2027.** ADE will extract student information from AzEDS for students enrolled in Grades 3-8.	No later than 1/26/27	
☐	**Review Students in PearsonAccess^{next} (PAN) –** Log into PAN to view students associated with your district/schools from the ADE student upload. Students uploaded will automatically be registered, assigned a test, and placed in test sessions. *Students who qualify for the Alternate Assessment, MSAA,* ***are*** *included in ADE's student upload because there is no indicator in AzEDS to indicate a student participates in MSAA. However, students who qualify for MSAA* ***should not*** *be administered AASA. These student records do not need to be deleted from PAN because PAN is not used for Accountability purposes.* *Students who are concurrently enrolled in more than one school* ***are not*** *included in ADE's student upload.* *Bureau of Indian Education (BIE) or private school students* ***are not*** *included in ADE's student upload.*	2/3/27	PAN User's Guide
☐	**Add New Students in PearsonAccess^{next} (PAN) –** Students who are not included in the ADE student upload to PAN will need to be added either manually or through an import file. Students added manually must be registered and assigned a test. Students added through an import file will be registered and assigned a test automatically through the import process. **CBT Schools:** Students must be added to ELA and Math test sessions. When using the file import process, students will be added to test sessions automatically. **PBT Schools:** Add new students in PAN no later than **February 25, 2027**, to receive Pre-ID Labels. New students added after this date will need to have their student demographic information bubbled in on the back of their test booklets prior to testing.	2/3/27-Prior to testing	PAN User's Guide
☐	**Create Testing Groups (Optional) –** The Testing Groups function may be used to group students by classroom or testing days. Students may only be assigned to one Testing Group at a time.	2/3/27-5/7/27	PAN User's Guide
☐	**Create Reporting Groups (Optional) –** The Reporting Groups function may be used to group students by classroom or testing days. Students may belong to more than one Reporting Group. *If Reporting Groups are set up, then reporting data will be available by these groups in the Student Data File, Performance Level Dashboards, OnDemand Reports, and in the Summary Cluster Performance Report.*	2/3/27-5/7/27	PAN User's Guide

AASA - Before Test Administration (continued)	Dates	Resource
☐ **Submit Work Requests in PearsonAccess^{next} (PAN) as Needed –** A work request must be submitted for any students who need to be added in PAN but are already associated with another school or district. A work request will request that the student be transferred from one school/district to another school/district in PAN. The DTC from the releasing district will receive an email notifying them of the request. *If a student has already completed all test units at the previous school, then the work request should be rejected.*	Ongoing beginning 2/3/27	PAN User's Guide
☐ **Special Paper Version (SPV) or American Sign Language (ASL) Test Sessions in PearsonAccess^{next} (PAN) (ADE task) –** ADE will move students approved for SPV or ASL tests into the appropriate SPV or ASL test sessions and will also indicate the SPV or ASL accommodation in the student's profile in PAN. *ADE will begin this task for SPV and ASL tests on **February 3, 2027**.*	2/3/27- Prior to testing	
☐ **Receive and Inventory Initial Materials Shipments** **CBT Schools:** The initial shipment will include *Test Coordinator's Manuals* (TCMs) and *Test Administration Directions* (TADs). **PBT Schools:** The initial shipment will include secure test booklets, TCMs, TADs, Pre-ID Labels, and return shipment materials. • Boxes that PBT materials are shipped in must be saved to use for returning test booklets to Pearson after testing.	**Week 1:** 3/29/27- 4/1/27 **Week 2:** 4/5/27- 4/8/27	Test Coordinator's Manual
☐ **Additional Order Window –** Place an Additional Order for materials, if needed. (Most districts will not need to order materials for AASA). **All Additional Orders will be reviewed for approval by ADE.** *ADE will place an order for any approved SPV tests as well as the nonscorable and UPS shipping labels needed for returning SPV tests to Pearson.* *Boxes that SPV test booklets are shipped in must be saved to use for returning the test booklets to Pearson after testing.* **PBT Schools:** If there is not a sufficient number of test booklets in the initial shipment of materials, an Additional Order may be placed. Additional Pre-ID Labels are not available. If students do not receive Pre-ID Labels or if a student's Pre-ID Label is incorrect, their student demographic information must be bubbled in on the back of their test booklet prior to testing. **CBT and PBT Schools:** A **limited** number of paper copies of the *Test Coordinator's Manual* (TCM) and *Test Administration Directions* (TAD) may be ordered during the Additional Order window. TCMs and TADs will be included in initial orders and will also be available electronically in PAN and on the ADE website.	**Order Window for PBT Test Materials:** 4/2/27- 4/16/27 **Order Window for CBT SPV Test Materials:** 4/2/27- 4/30/27 **Order Window for Return Materials:** 4/2/27- 5/7/27	PAN User's Guide
☐ **Prepare for Testing –** Review directions for accessing the PearsonAccess^{next} (PAN) session resources, including Scheduled Sessions, Session Student Roster, and Secure Testing Tickets.	Prior to testing	PAN User's Guide

AASA - Before Test Administration (continued)		Dates	Resource
☐	**Testing Tickets –** Print secure testing tickets for each eligible student. Testing tickets contain student information and must be treated as secure test materials. Securely shred any testing tickets for students who have withdrawn or who are eligible for the Alternate Assessment.	Prior to testing	PAN User's Guide
☐	**CBT Schools: Prepare Test Session(s) in PearsonAccess^{next} (PAN) –** This task should be done prior to the first day of testing and can take time to complete, depending on how many students are in the session. **PBT Schools**: **Prepare for Testing –** Verify information on each student's Pre-ID Labels. Apply Pre-ID Labels onto the test booklets prior to testing. Take care to apply ELA Pre-ID Labels to ELA test booklets and Math Pre-ID Labels to Math test booklets. • If any student does not have a Pre-ID Label, or if the information on the Pre-ID Label is incorrect, the student demographic information on the paper test booklet must be bubbled in prior to testing and the student's information must be updated in PAN.	Prior to testing	PAN User's Guide
AASA - Test Administration		**Dates**	**Resource**
☐	**PBT Schools: AASA Test Window for Grades 3-8 ELA Writing, ELA Reading, and Math Test Units and for Grade 3 ELA Oral Reading Fluency Test Unit** *All student responses from SPV tests, including ELA Writing, ELA Reading, and Math test units in PBT schools must be transferred into the TestNav system by a qualified Test Administrator within this same window.*	4/12/27-4/23/27	PBT Test Administration Directions
☐	**CBT Schools: AASA Test Window for Grades 3-8 ELA Writing and Grade 3 ELA Oral Reading Fluency Test Units** *All AASA ELA Writing student responses from SPV tests in CBT schools must be transferred into the TestNav system by a qualified Test Administrator within this same window.*	4/12/27-4/23/27	CBT Test Administration Directions
☐	**CBT Schools: AASA Test Window for Grades 3-8 ELA Reading and Math Test Units** *All AASA ELA Reading and Math student responses from SPV tests in CBT schools must be transferred into the TestNav system by a qualified Test Administrator within this same window.*	4/12/27-5/7/27	CBT Test Administration Directions
☐	**CBT Schools: Start Test Session and Unlock Test Unit –** On testing day, a test session must be started and the test unit unlocked for **students present** for testing. This must be completed in PearsonAccess^{next} by Test Administrators before students can log into TestNav.	Day of Testing	PAN User's Guide
☐	**Manage Test Units –** For online tests, Test Administrators may monitor a student's test progress in PearsonAccess^{next} (PAN) using the "Students in Sessions" screen.	4/12/27-5/7/27	PAN User's Guide

AASA - Test Administration (continued)		Dates	Resource
☐	**Manage Test Irregularities –** Submit a report for any test irregularities that occur during testing in PearsonAccess^{next} (PAN).	4/12/27-5/7/27	PAN User's Guide
AASA - After Test Administration		**Dates**	**Resource**
☐	**Return PBT and SPV Materials to Pearson –** Collect all PBT and SPV test booklets from Test Administrators. Follow the packing and return shipment instructions for each in the *Test Coordinator's Manual*. **PBT Schools:** If the return shipment of materials, including scorable paper test booklets and SPV tests, is not picked up by UPS or other assigned freight carrier by **April 26, 2027,** contact ADE at AASA@azed.gov. **CBT Schools:** If the return shipment of SPV materials is not picked up by UPS by **May 10, 2027**, contact ADE at AASA@azed.gov.	**PBT:** 4/19/27-4/26/27 **CBT SPV:** 4/19/27-5/10/27	Test Coordinator's Manual
☐	**Other Testing Materials –** Securely destroy testing tickets and student scratch paper. *Test Coordinator's Manuals* and *Test Administration Directions* are not considered secure test materials and may be disposed of locally.	After testing	Test Coordinator's Manual
☐	**Grade 3 Student Data Files –** AASA Grade 3 Student Data Files (.txt), including ELA and Math scores, will be available in PearsonAccess^{next} (PAN). *Grade 3 Student Data Files will be unavailable **May 21-25, 2027**.*	5/18/27	PAN User's Guide & AASA Reporting Guide
☐	**Grades 3-8 Student Data Files and OnDemand Reports –** AASA Grades 3-8 Student Data Files (.txt) and OnDemand Reports, including all ELA and Math scores, will be available in PearsonAccess^{next} (PAN).	5/26/27	PAN User's Guide & AASA Reporting Guide
☐	**Grade 3-8 PDF Reports –** AASA Grades 3-8 ELA and Math PDF reports, including Roster Reports and Individual Student Reports, will be available to view, download, and print in PearsonAccess^{next} (PAN).	5/28/27	PAN User's Guide & AASA Reporting Guide
☐	**Grades 3-8 Summary Cluster Performance Reports** will be available for AASA Grades 3-8 ELA and Math in PearsonAccess^{next} (PAN).	6/4/27	PAN User's Guide & AASA Reporting Guide
☐	**Grades 3-8 Parent Portal (optional)** will be available for parents to access their student's AASA Grades 3-8 ELA and Math reports. *Schools and districts may provide families with access to their student's Individual Student Reports using a claim code from PearsonAccess^{next} and the AASA Parent Portal User Guide.*	6/15/27	PAN User's Guide & AASA Reporting Guide
☐	**Grades 3-8 Performance Level Dashboards** and **Historical Student Data** electronic reports will be available in PearsonAccess^{next} (PAN).	6/17/27	AASA Reporting Guide
☐	**Grades 3-8 Score Reports (Paper) –** Paper copies of student score reports will be delivered to districts and charters.	6/23/27	AASA Reporting Guide

AASA - After Test Administration (continued)		Dates	Resource
☐	**Late Reporting/Notify ADE of Missing Scores –** It is the responsibility of the schools and district to verify that all students who tested received scores back. Any discrepancies must be reported to AASA@azed.gov as soon as possible and no later than **June 30, 2027**.	No later than 6/30/27	
☐	**Complete corrections in ADEConnect –** Test records with an unmatched student name, date of birth, or SSID in AzEDS will populate in the ADEConnect Corrections Application in late May. Unmatched student records must be reviewed and matched by the Achievement District Test Coordinator to be included in Accountability processes.	Late May-6/30/27	
☐	**Late Reporting/Score Corrections Reports (Electronic) –** AASA Grades 3-8 ELA and Math late reporting electronic score reports and Student Data Files will be available to view, download, and print in PearsonAccess^{next} (PAN).	8/30/27	PAN User's Guide & AASA Reporting Guide
☐	**Late Reporting/Score Corrections Reports (Paper) –** Paper copies of any late reporting student score reports will be delivered to districts and charters.	9/13/27	AASA Reporting Guide

Spring 2027 AASA Resources

Resources for completing all AASA tasks will be posted in PearsonAccess^{next} under Support >> Documentation as they become available: https://az.pearsonaccessnext.com.

- PearsonAccess^{next} User's Guide
- AASA Test Coordinator's Manual (TCM)
- AASA Test Administration Directions (TAD)
- AASA Reporting Guide

Resources will also be posted on ADE's AASA webpage: https://www.azed.gov/assessment/aasa.

Contact Information

Contact ADE at AASA@azed.gov.

Contact Pearson: Visit PearsonAccess^{next} at https://az.pearsonaccessnext.com and click on the "Contact Arizona Support" link or call Client Services at 1-888-705-9421 and select Option 3.