Spring 2027 AzSCI 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 AzSCI online and Special Paper Version test administration.

AzSCI Test Window
April 12 – May 7, 2027

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

	AzSCI - Before Test Administration	Dates	Resource
☐	**Technology Ready –** Download the TestNav application on all devices to be used by students for the AzSCI 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 AzSCI@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

AzSCI - 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 AzSCI Sample Tests are posted on the AzSCI webpage under "AzSCI 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. AzSCI 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 AzSCI@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 AzSCI and AASA must have a separate PAN account created for each.*	Ongoing beginning 1/20/27	PAN User's Guide
☐	**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 5, 8, and 11 (Cohort 2028).	No later than 1/26/27	

AzSCI - Before Test Administration (continued)		Dates	Resource
☐	**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 a test session. *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 AzSCI. 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 then added to a test session. Students added through an import file will be registered, assigned a test, and added to a test session automatically through the import process.	Ongoing beginning 2/3/27	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
☐	**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	

AzSCI - Before Test Administration (continued)		Dates	Resource
☐	**Additional Order Window –** Place an Additional Order for materials, if needed. (Most districts will not need to order materials for AzSCI). **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.* *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 not** be sent automatically as an initial order for AzSCI but will be available electronically in PAN and on the ADE website.*	**Order Window for Test Materials:** 3/15/27-4/30/27 **Order Window for Return Materials:** 3/15/27 - 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
☐	**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
☐	**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.	Prior to testing	PAN User's Guide
AzSCI - Test Administration		**Dates**	**Resource**
☐	**AzSCI Test Window for Grades 5, 8, and 11 (Cohort 2028)** – online administration only, including Special Paper Version (SPV) tests. *All student responses from SPV tests must be transferred into the TestNav system by a qualified Test Administrator within this same window.*	4/12/27-5/7/27	Test Administration Directions
☐	**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 –** 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
☐	**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

AzSCI - After Test Administration		Dates	Resource
☐	**Return SPV Materials to Pearson –** Collect all SPV tests from Test Administrators. Follow the packing and return shipment instructions in the *Test Coordinator's Manual*. If the return shipment of materials is not picked up by UPS by **May 10, 2027**, contact ADE at AzSCI@azed.gov.	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
☐	**Score Reports (Electronic) –** AzSCI Student Data Files (.txt) will be available to view and download in PearsonAccess^{next} (PAN).	5/21/27	PAN User's Guide & AzSCI Reporting Guide
☐	**Score Reports (Electronic) –** AzSCI electronic score reports, including Summary Data Files (.txt), Roster Reports (PDF), and Individual Student Reports (PDF) will be available to view, download, and print in PearsonAccess^{next} (PAN).	5/28/27	PAN User's Guide & AzSCI Reporting Guide
☐	**Score Reports (Paper) –** Paper copies of student score reports will be delivered to districts and charters.	6/17/27	AzSCI Reporting Guide
☐	**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	

Spring 2027 AzSCI Resources

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

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

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

Contact Information

Contact ADE at AzSCI@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 1.