Spring 2027



Test Coordinator's Manual

Grades 3–8 ELA and Math

AASA ARIZONA'S ACADEMIC STANDARDS ASSESSMENT

ARIZONA DEPARTMENT OF EDUCATION

Test Coordinator Name

Pearson

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General Testing Information

All Arizona public schools, including district schools and charter schools, are required to administer state and federally mandated assessments. Arizona's Academic Standards Assessment (AASA) is the statewide achievement test for Arizona public school 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. AASA is a standardized test, available as a Computer-Based Test (CBT) or as a Paper-Based Test (PBT). Pearson is the test vendor for AASA and the provider of TestNav, the online testing platform. Pearson will also handle the printing, shipping, and processing for all AASA test materials.

The AASA tests must be administered exactly as directed in the ***Spring 2027 AASA Test Coordinator's Manual*** and the ***Spring 2027 AASA Test Administration Directions.*** Separate *Test Administration Directions* manuals will be provided for CBT and PBT schools. Achievement District Test Coordinators must review the ***Spring 2027 AASA Test Coordinator's Manual*** and the ***Spring 2027 AASA Test Administration Directions*** well in advance of training School Test Coordinators and Test Administrators and before administering the tests. Achievement District Test Coordinators are responsible for ensuring the appropriate and correct administration of the AASA tests in all schools within the same district or charter.

Six test units must be administered to Grade 3 students. The ELA test consists of Writing, Reading (two test units), and Oral Reading Fluency (ORF). Students must receive a valid score on each ELA test unit to receive an ELA score. The Math test consists of two test units. Students must receive a valid score on both Math test units to receive a Math score. For both ELA and Math, to receive a valid score, students must respond to at least one question in each test unit. To have a valid attempt for the ELA Writing test unit, the student must type at least one word into the response box of the online test or must write at least one word on the pages labeled "Final Copy" on the paper test booklet. To have a valid attempt for the ELA ORF test unit, the student must record at least one word for at least one of the passages.

Five test units must be administered to Grades 4–8 students. The ELA test consists of Writing and Reading (two test units). Students must receive a valid score on each ELA test unit to receive an ELA score. The Math test consists of two test units. Students must receive a valid score on both Math test units to receive a Math score. For both ELA and Math, to receive a valid score, students must respond to at least one question in each test unit. To have a valid attempt for the ELA Writing test unit, the student must type at least one word into the response box of the online test or must write at least one word on the pages labeled "Final Copy" on the paper test booklet.

AASA ELA Writing, ELA Reading, and Math test units are untimed. The Grade 3 ELA ORF test passages are timed.

The ELA ORF test unit is administered to Grade 3 students only and will be included in the student's ELA score and in the Move on When Reading indicator. All Grade 3 students, whether at a CBT school or a PBT school, will be administered the ELA ORF test online in TestNav.

Exception: Grade 3 students taking the American Sign Language (ASL) test or the Braille Special Paper Version (SPV) test should not be administered the ELA ORF test unit. For these students, the overall ELA score will be comprised of the ELA Writing and ELA Reading test units. The Move on When Reading indicator will also be reported.

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Spring 2027 AASA Test Window

Computer-Based Testing: April 12 – May 7, 2027 (Grades 3–8 ELA Writing and the Grade 3 ELA ORF test unit must be completed by April 23, 2027.)

Paper-Based Testing: April 12 – 23, 2027 (All test units must be completed by April 23, 2027.)

Resources

To provide the appropriate oversight of all Spring 2027 AASA testing, Achievement District Test Coordinators must be familiar with the content of this manual and the content of the following additional resources:

- ***Spring 2027 AASA Test Administration Directions for Computer-Based Testing***
- ***Spring 2027 AASA Test Administration Directions for Paper-Based Testing***
- ***Spring 2027 AASA District Test Coordinator Important Tasks Checklist***
- ***Spring 2027 Achievement Assessments Training Modules*** (located in the Arizona Learning Management System, (AzLMS))
- ***Arizona Accommodations Manual***
  https://www.azed.gov/assessment/accessibility
- ***PearsonAccess^{next} User's Guide***
- ***TestNav Online User's Guide***
  https://support.assessment.pearson.com/TN/set-up-and-use-testnav-16908318.html

Electronic copies of the ***Spring 2027 AASA Test Administration Directions, Spring 2027 AASA Test Coordinator's Manual,*** and ***PearsonAccess^{next} User's Guide*** are available in the ***Support > Documentation*** section of PearsonAccess^{next} *(https://az.pearsonaccessnext.com).* Paper copies of the ***Spring 2027 AASA Test Coordinator's Manual*** and the ***Spring 2027 AASA Test Administration Directions*** for CBT schools and PBT schools are shipped as part of the initial test materials distribution and can also be requested during the Additional Order Window. The Additional Order Window for CBT schools is **April 2 – 30, 2027.** The Additional Order Window for PBT schools is **April 2 – 16, 2027.**

Test Administrators and Proctors are expected to read all of the ***Spring 2027 AASA Test Administration Directions*** prior to testing and to follow all instructions, including reading the directions to students exactly as scripted. The ***Spring 2027 AASA Test Coordinator's Manual*** and the ***Spring 2027 AASA Test Administration Directions*** are not secure test materials. They 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.

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Testing Platforms

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

PearsonAccess^{next} System

Achievement District Test Coordinators will receive access to the Spring 2027 AASA test administration in PearsonAccess^{next} on **January 20, 2027,** and will use the system to:

- Upload and manage other PearsonAccess^{next} users in the school(s) and the district or charter
- Search for and add student registrations, as needed, beginning **February 3, 2027**
- Submit and approve Work Requests to transfer students from one school to another school, as needed, beginning **February 3, 2027**
- Indicate accommodations for students who need them
- Print secure testing tickets
- Monitor test completion rates for online testing and TestNav key entry for Special Paper Version (SPV) tests
- Report test irregularities
- Access published reports after testing

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

TestNav System

TestNav is the AASA online test delivery platform. Test Administrators will use PearsonAccess^{next} to allow students to access 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.

Pearson provides hardware, software, and network configuration requirements for TestNav. Test Coordinators and Technology Coordinators must read the configuration requirements and determine the steps necessary to prepare devices for testing. All testing devices must have the latest version of TestNav installed and prohibited applications disabled prior to testing.

Students will be instructed in the scripted directions and in TestNav to submit their online tests when they have finished testing. If a student fails to click the **Submit** button to submit their test, the test will be marked complete by Pearson at the end of the day.

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AASA Sample Tests and Student Readiness Tool

All students must be provided the opportunity to practice with the AASA Sample Tests and Student Readiness Tool prior to the day of testing to be familiar with the testing tools, resources, and platform of the online tests. To access the AASA Sample Tests and Student Readiness Tool, go to the **TestNav Home** screen (*https://home.testnav.com*), select **Arizona,** then select **Mic Check & Sample Tests**. A username and password are not required.

AASA Sample Tests are available in the online format for each assessed grade level and content area. An online Sample Test is also available for the American Sign Language (ASL) test format with an embedded ASL Video Player and closed captioning that the student can toggle on and off within the ASL videos.

The AASA Sample Tests do not score or retain student responses and should not be used as an indicator of a student's performance on the AASA assessment. The AASA Sample Tests do not include a question for each of the aligned standards that will be measured on the assessment, but they do include a sample of each question type that students will encounter in the online test. The *Sample Test Scoring Guides* are available on the AASA website at *https://www.azed.gov/assessment/aasa* and provide details about the questions, student response types, correct responses, and related scoring considerations for AASA Sample Test questions.

The Student Readiness Tool organizes the TestNav tools, question types, and test support lessons into an easily accessible format by grade and category. Video lessons and interactive practice questions are embedded to provide students hands-on experience using the tools, questions, and test supports available in the test environment. This provides students with an opportunity to know exactly how to find and use the tools during their actual test in TestNav.

The AASA Sample Tests and Student Readiness Tool 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

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Responsibilities of the Achievement District Test Coordinator

The Achievement District Test Coordinator is responsible for the correct administration of AASA testing throughout the district or charter, including the organization and implementation of the activities necessary to conduct Computer-Based Testing (CBT) or Paper-Based Testing (PBT) 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 are outlined in this section from **before** testing to **during** and **after** testing.

Before Testing

- Submit a copy of the ***2026-2027 District Test Coordinator Security Agreement*** form to the Arizona Department of Education (ADE) using the Test Security Agreement application in ADEConnect. *(By Fall 2026 and any time there is an update to the Achievement District Test Coordinator)*
- Review the ***Arizona Accommodations Manual,*** located on the ADE website at *https://www.azed.gov/assessment/accessibility*. *(Fall/Winter 2026-2027)*
- Submit documentation to ADE for any students who require a Special Paper Version (SPV) or American Sign Language (ASL) test. *(Fall/Winter 2026-2027)*
- Complete required Achievement District Test Coordinator training modules in the Arizona Learning Management System (AzLMS). *(Winter 2026-2027)*
- Train Test Administrators and Proctors on test administration procedures, test security procedures, and role-specific responsibilities. Ensure and track that all staff have completed the required training for their role prior to administering any test units. *(Winter/Spring 2026-2027)*
- Obtain and locally store signed copies of the ***2026-2027 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, including those with only incidental access. Signed agreements must be kept on file by the district or charter for six years. *(Winter/Spring 2026-2027)*
- Verify student registrations in PearsonAccess^{next} from ADE's student upload and add student registrations, as needed. *(Winter/Spring 2026-2027)*
- Implement and maintain security procedures within the district or charter schools.
- Establish campus protocol, including sign in/out sheets, when entering and exiting the testing environment.
- Schedule testing activities within the district or charter schools.
- Communicate the schedule to Test Administrators and district or charter personnel, as applicable.
- Ensure that Test Administrators and students have had appropriate practice with the AASA Sample Tests and Student Readiness Tool.
- Distribute testing materials, including copies of the ***Spring 2027 AASA Test Administration Directions*** manuals, to school sites. Any secure testing materials must be stored in a locked, secure location with the District/School Test Coordinator when they are not being used.

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- Work with Test Administrators and Proctors to prepare sites where testing will take place by removing or covering visual aids, including ELA, Math, Science, and History content-based signage, printing **Testing–Do Not Disturb** signs for doors, and ensuring seating arrangements minimize the possibility of prohibited behavior during testing. Any motivational signs, apparel, or activities created specifically for the assessment are not permitted in the testing environment. Since assessment is an integral part of the instructional process, motivational signs that are in the classroom throughout the school year are appropriate if they do not contain content-related material.
- Arrange for a sufficient supply of blank, lined, or graph scratch paper, pencils, and erasers.
    - If graph paper is used as scratch paper, it must be commercially produced, cannot be numbered, and cannot have an x- or y-axis. Whiteboards or tracing/translucent paper are not permitted.
- Prepare and securely store secure test materials.
- Arrange delivery, distribution, and the return of secure and non-secure testing materials.
- Create a record for all test units that includes the time and date of the test unit, the name of the Test Administrator, the test administered, and the names of all participating students.
- Answer questions from School Test Coordinators, Technology Coordinators, Test Administrators, and Proctors, and if necessary, escalate by contacting Pearson or ADE.

Before Testing—Additional Responsibilities for Computer-Based Testing and Grade 3 ELA Oral Reading Fluency

- 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. The latest version of the TestNav application must be installed on all testing devices, and prohibited applications must be disabled.
- Check each device to confirm the capacity of the site's wireless access points by running the **App Check** and **Network Check** in TestNav.
- Prepare and securely store secure testing tickets for each eligible student. Securely shred any testing tickets for students who have withdrawn or who are eligible for the Alternate Assessment.
- Arrange for a supply of wired headphones for students in Grades 3–8 to use with the Text-to-Speech tool in the ELA Writing and Math test units and for the Listening questions embedded in the ELA Reading test units. Wireless headphones, including earbuds, are prohibited.
- Wired headphones with a microphone are required for the Grade 3 ELA Oral Reading Fluency (ORF) test administration. It is recommended that the headphones be unidirectional, with noise-cancelling microphones. Wireless headphones, including earbuds, are prohibited.

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Before Testing—Additional Responsibilities for Paper-Based Testing

- Receive test materials.
- Inventory test materials upon arrival and, if needed, order additional materials.
- Save the test materials shipping boxes to use for returning test materials to Pearson at the end of the test window.
- Apply Pre-ID Labels to test booklets prior to testing day. Use care to apply the ELA Pre-ID Labels to the ELA test booklets and the Math Pre-ID Labels to the Math test booklets.
- For any student who does not have a Pre-ID Label, ensure that the student has been added to PearsonAccess^{next} and that the student's demographic information on the paper test booklet has been bubbled in prior to distributing the test booklet to the student.
- All students will need to complete the required identification information on the front of their test booklet. Instructions for this task will be provided to the student in the scripted directions.
- Arrange for a supply of commercially published paper dictionaries and commercially published paper thesauruses for use on the AASA ELA Writing test unit only. Student-created or subject/vocabulary specific dictionaries or thesauruses are not permitted.
- Arrange for a supply of appropriate calculators for use, **when permitted,** on Math tests only (Grades 7 and 8, Math Unit 1 only).

Before Testing—Additional Responsibilities for Special Paper Version Tests

- Submit a request for a Special Paper Version (SPV) test to the Arizona Department of Education (ADE) if required by a student's Individualized Education Program (IEP) or 504 Plan or because of a student injury or parent request. For more information about submitting SPV test requests, refer to ADE's ***2026-2027 Special Paper Version Quick Guide*** at *https://www.azed.gov/assessment/achievement-dtcs* and to the *Special Paper Version Tests* section of this manual.
- ADE will create SPV test sessions in PearsonAccess^{next} for any student with an approved SPV test and will move the student into the SPV test sessions prior to testing. SPV test sessions should not be edited in PearsonAccess^{next} by the district, charter, or school. If updates are needed to a student's SPV test sessions, contact ADE for assistance at AASA@azed.gov. ADE will 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's SPV test booklet.
- Arrange delivery, distribution, and the return of secure and non-secure testing materials. Save the test materials shipping boxes to use for returning test materials to Pearson at the end of the test window.
- Ensure that Test Administrators are familiar with instructions for administering SPV tests, which are included in the ***Spring 2027 AASA Test Administration Directions*** and the ***Spring 2027 AASA Test Administration Directions for Special Paper Version: Braille,*** including transferring student responses from SPV tests into TestNav by the end of the appropriate test window.
- Ensure PearsonAccess^{next} access for users who will transfer student responses from SPV test booklets into TestNav.

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Training Responsibilities

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 login information or on the correct test booklet
- Properly administer the AASA test using Pearson's testing systems or test booklets, as applicable
- Maintain a secure test environment in accordance with AASA test policies
- Read aloud to students the scripted directions exactly as stated in the *Test Administration Directions* manual
- Monitor students and the testing environment during the test administration
- Keep student testing tickets and all testing materials secure
- Verify that testing accommodations are provided appropriately
- Verify that students who need accommodations are familiar with the available testing accommodations and tools and that the testing accommodations have been indicated in PearsonAccess^{next}, as applicable
- Understand and use the correct procedures for students with a Special Paper Version (SPV) test, if applicable
- Report any test irregularities or test incidents
- Ensure that students may not talk, pass notes, or communicate with each other in any way, or be in possession of unapproved electronic devices, including cell phones, wireless headphones, earbuds, smart watches, or smart glasses, during testing
    - A phone or electronic device for medical care is acceptable. The phone or electronic device must stay close to the Test Administrator or Proctor as well as the student and should be monitored to ensure 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 testing, students must sign out of their test before being escorted by an adult to another computer or room. When a 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.***
    - For online or paper testing, the student's secure testing ticket, used scratch paper, and secure test booklet, if applicable, must be collected by the Test Administrator, and the student must be escorted by an adult to the new testing location. Students may not remove secure test materials from the testing room.

During Testing

- Ensure that test security and test administration procedures are followed.
- Ensure that disruptions to testing are minimized. For example, fire drills should not be scheduled during times when students will be testing.
- Maintain an accurate inventory of all test materials throughout the test administration window.
- Ensure that School Test Coordinators and Test Administrators are familiar with the testing tools and accommodations available during testing, ensure that any approved testing tools and accommodations are functioning appropriately, and document the use of permitted accommodations.
- Continuously monitor assessment activities at all school and district testing sites.
- Maintain a record for all test units that includes the time and date of the test unit, the name of the Test Administrator, the name(s) of any Proctor(s) present in the testing room, 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.

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- Report any test irregularities in PearsonAccess^{next} as soon as possible, ideally within 24 hours of occurrence. Additional information about submitting test irregularities can be found in the *AASA Test Irregularity Process* section of this manual.

During Testing—Additional Responsibilities for Computer-Based Testing

- Monitor online test completion using the **Students in Sessions** screen in PearsonAccess^{next} to ensure all students are tested. Refer to the ***PearsonAccess^{next} User's Guide*** for additional information.

During Testing—Additional Responsibilities for Paper-Based Testing

- Check out secure test booklets to the Test Administrators at the beginning of each day of testing.
- Check in secure test booklets from the Test Administrators at the end of each day of testing.
- Monitor test completion to ensure all students are tested.

After Testing

- Account for all secure testing tickets before secure disposal at the school or district. Having secure testing tickets that are unaccounted for is a test irregularity that must be reported.
- Ensure the collection and secure disposal of all used scratch paper at the school or district.
- Ensure the local disposal of the ***Spring 2027 AASA Test Coordinator's Manual*** and the ***Spring 2027 AASA Test Administration Directions*** for the district, charter, and school(s).

After Testing—Additional Responsibilities for Paper-Based Testing

- Separate the used Scorable student test booklets from the unused student test booklets and other Nonscorable test materials.
- Inventory all AASA Scorable student test booklets and Nonscorable testing materials, including the unused student test booklets.
- Complete the orange-colored scannable Header Sheets. Additional blank, orange-colored scannable Header Sheets are available to order through PearsonAccess^{next}.
- Complete the ***AASA School Header List.***
- Complete the ***AASA Materials Return Inventory Sheet.***
- Ensure the secure disposal of any unused Pre-ID Labels.
- If any test booklets have been contaminated, ensure that student responses from the contaminated Scorable test materials have been transferred to clean test booklets. For any contaminated Special Paper Version (SPV) test booklets, ensure that the student's responses have been transferred into TestNav to be scored.
- Destroy and document contaminated test materials.
- Package the materials for return shipping as instructed in this manual.
- Grade 3 Scorable test materials must be returned in a separate box from the Grades 4–8 Scorable test materials. To accommodate for this separate return, there will be different color-coded return labels for the Grade 3 and Grades 4–8 Scorable test materials. The **lavender** return label must be used to return Grade 3 Scorable test materials, and the **orange** return label must be used to return the Grades 4–8 Scorable test materials. **Important: Do not mix Scorable and Nonscorable materials in the same box.**

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- When packaging Nonscorable test materials, Grade 3 materials may be mixed with Nonscorable materials from Grades 4–8.
- Keep any extra **lavender** (Grade 3 Scorable test materials), **orange** (Grades 4–8 Scorable test materials), and **green** (All Grades Nonscorable test materials) return labels and UPS shipping labels in case they are needed to return missing materials.
- Contact UPS or XPO Logistics Freight (or other assigned freight carrier) to arrange for pickup of test materials.
    - If you received your boxes by UPS, you will return them by UPS using the UPS shipping labels provided.
    - If you received your boxes by XPO Logistics Freight (or other assigned freight carrier), you will return them by XPO Logistics Freight (or other assigned freight carrier) using the two Bill of Ladings provided.
- Ensure all Scorable and Nonscorable test materials are picked up no later than **April 26, 2027.**

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

- Verify that students with Special Paper Version (SPV) tests have their responses transferred into TestNav, **exactly** as the student recorded them on the SPV test booklet, by a qualified Test Administrator by the end of the appropriate test window. The Test Administrator must have completed all required trainings for their user role and must have a signed ***2026-2027 Achievement Tests Staff Security Agreement*** form on file with the district or charter. SPV test responses not transferred into TestNav by the end of the appropriate test window will not be scored.
    - Paper-Based Testing (PBT) schools must have all SPV test responses transferred into TestNav by **April 23, 2027,** the final day of the PBT test window.
    - Computer-Based Testing (CBT) schools must have all ELA Writing responses from SPV tests transferred into TestNav by **April 23, 2027,** the final day of the CBT Writing test window, and all ELA Reading and Math responses from SPV tests transferred into TestNav by **May 7, 2027,** the final day of the CBT Reading and Math test window.
- For both CBT schools and PBT schools, ensure that all Grade 3 students who were administered a regular print or large print SPV test have completed the ELA Oral Reading Fluency (ORF) test unit online in TestNav by **April 23, 2027.**
- For CBT schools, ensure that all SPV test materials are returned to Pearson as Nonscorable materials. All Nonscorable test materials must be picked up by UPS no later than **May 10, 2027.**
- If the school received Braille SPV tests, the ***Spring 2027 AASA Test Administration Directions for Special Paper Version: Braille*** must be returned with the Nonscorable test materials, along with all components of Braille Kits received, with the exception of unused Sticky Dots and Wikki Stix.

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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 and Proctors, as well as to students and parents/guardians. Administering AASA tests on dates other than those included in this manual is not permitted. The tables in this section include the test administration schedules and guidelines for Computer-Based Testing (CBT) and Paper-Based Testing (PBT). Per Arizona state policy, test windows will not be extended.

- AASA ELA Writing, ELA Reading, and Math test units are untimed. The AASA Grade 3 ELA Oral Reading Fluency (ORF) test passages are timed.
- The ELA Writing test unit must be administered on a separate day than ELA Reading, ELA ORF, and Math test units.
- ELA Reading (two test units) and Math (two test units) can be administered in any order. Test units can be administered on separate days or two test units can be administered on the same day.
- No more than two test units, plus the Grade 3 ELA ORF test unit, can be administered on the same day.
- When two test units are administered on the same day, there must be a significant break of at least 15 minutes between test units.
- A test unit must be completed on the day the test unit is started. Do not start a test unit unless there is sufficient time to complete the test unit by the end of the regularly scheduled school day.
- Once a student has accessed a test unit, regardless of order, they must complete that test unit before moving on to another.
- **For the CBT,** students taking the same test within the same school are not required to test on the same day.
- **For the PBT,** students taking the same test within the same school must test on the same day.
- **For Special Paper Version (SPV) testing,** all student responses from the SPV tests must be transferred into TestNav per the CBT or PBT schedule.
- Students may not return to a previous test unit once they have moved on to the next test unit.
- Once a student answers a question in a test unit and submits their test, it is considered a valid attempt.
- If a student leaves the testing environment without finishing their test unit, it is considered a valid attempt. Students may only leave the room for a restroom break, visit to the nurse's office, or for emergency purposes. Students may have lunch brought to them, if necessary.
- Test units should only be unlocked in PearsonAccess^{next} for students present for testing. If a student is absent, their test unit needs to be locked. All unlocked test units will be marked complete by Pearson at the end of the day.
- If a student fails to click the **Submit** button to submit their test when they have finished testing, the test unit will be marked complete by Pearson at the end of the day.
- After a student has submitted their test unit and returned any scratch paper, they may read a book silently while waiting for the scheduled test session to end. Students may not use the computer, access content material, or have access to their cell phones, wireless headphones, earbuds, smart watches, smart glasses, or other electronic devices until the end of the test session.

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Spring 2027 Computer-Based Testing Window, including Special Paper Version Tests

Computer-Based Testing (CBT) schools must have student writing responses from Special Paper Version (SPV) tests for the ELA Writing test unit transferred into TestNav by **April 23, 2027.** Student responses for ELA Reading and Math test units from SPV tests must be transferred into TestNav by **May 7, 2027.**					
Content Areas	**Grade(s)**	**Test Unit(s)**	**Estimated Times (in minutes)**	**First Day of Testing**	**Last Day of Testing (including SPV test responses transferred into TestNav and make-up testing)**
ELA Writing	Grades 3–8	Unit 1 only	60-90 min.	April 12, 2027	April 23, 2027
ELA Oral Reading Fluency*	Grade 3 only	Unit 1 only	30 min.	April 12, 2027	April 23, 2027
ELA Reading	Grades 3–8	Unit 1	45-75 min.	April 12, 2027	May 7, 2027
		Unit 2	45-75 min.	April 12, 2027	May 7, 2027
Math	Grades 3–8	Unit 1	60-85 min.	April 12, 2027	May 7, 2027
		Unit 2	60-85 min.	April 12, 2027	May 7, 2027

Spring 2027 Paper-Based Testing Window, including Special Paper Version Tests

Paper-Based Testing (PBT) schools must have all student responses from Special Paper Version (SPV) tests transferred into TestNav by **April 23, 2027.**					
Content Areas	**Grade(s)**	**Test Unit(s)**	**Estimated Times (in minutes)**	**First Day of Testing**	**Last Day of Testing (including SPV test responses transferred into TestNav and make-up testing)**
ELA Writing	Grades 3–8	Unit 1 only	60-90 min	April 12, 2027	April 23, 2027
ELA Oral Reading Fluency*	Grade 3 only	Unit 1 only	30 min.	April 12, 2027	April 23, 2027
ELA Reading	Grades 3–8	Unit 1	45-75 min.	April 12, 2027	April 23, 2027
		Unit 2	45-75 min.	April 12, 2027	April 23, 2027
Math	Grades 3–8	Unit 1	60-85 min.	April 12, 2027	April 23, 2027
		Unit 2	60-85 min.	April 12, 2027	April 23, 2027

*** Grade 3 ELA Oral Reading Fluency Test Unit Notes:**

- Grade 3 ELA Oral Reading Fluency (ORF) must be administered to Grade 3 students only.
  Exception: Grade 3 students taking the American Sign Language (ASL) test or the Braille SPV test should not be administered the ELA ORF test unit.
- The Grade 3 ELA ORF test unit must be completed by **April 23, 2027,** in both CBT and PBT schools.
- Both CBT and PBT schools will administer the ELA ORF test unit online in TestNav in small groups or individually. A maximum of six students may be present in the secure testing classroom or computer lab environment, simultaneously testing.
- All Grade 3 students taking a regular print or large print SPV test will be administered the ELA ORF test online in TestNav.

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Procedures for Test Administration

Test Administration Personnel

Achievement District Test Coordinator: Only one person is assigned the Achievement District Test Coordinator role in the district or charter. This individual is responsible for ensuring appropriate and correct test administration throughout the district or charter.

School Test Coordinator: Typically, one person per school is assigned this role and can assist the Achievement District Test Coordinator with many of the required tasks before, during, and after test administration.

Technology Coordinator: This role is responsible for installing and configuring testing system software and helping to set up devices for online testing. This individual must work closely with the Achievement District Test Coordinator and School Test Coordinator to ensure sites are ready for testing.

Test Administrator: The role of Test Administrator is assigned to the person responsible for the testing room during the administration of the test.

Proctor: As testing rooms increase in size, Proctors may be used to assist the Test Administrator. Proctors can assist Test Administrators in the administration of the test but do not have an assigned role in PearsonAccess^{next}.

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 and Proctors **must** be employees of the school or district and **must** be trained in the correct test administration and test security procedures. All test administration personnel must sign a test security agreement for the current school year prior to any test administration.

Only authorized personnel employed by the school or district who have completed training and have signed a test security agreement are permitted to be in the testing room(s) during the administration of the test, including those with only incidental access to the testing environment. Parents, relatives, student teachers, 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. This is to protect the Test Administrator or other employees from any allegations of undue influence by students, staff members, parents, or community members. Having unauthorized people in the testing room during test administration is a test security violation that must be submitted as a test irregularity and will result in one or more student tests being invalidated.

User Roles in PearsonAccess^{next}

Achievement District Test Coordinators are responsible for maintaining PearsonAccess^{next} user accounts for testing personnel within their district or charter and for assigning appropriate roles to these users. The user's role in PearsonAccess^{next} determines the level of permissions that the user will have in the system. If any staff members will have a user role at more than one school within the district or charter, they must be added to each of those schools in PearsonAccess^{next}. The ***PearsonAccess^{next} User Role Matrix*** is available in the ***Support > Documentation*** section of PearsonAccess^{next} (*https://az.pearsonaccessnext.com*).

It is strongly recommended that user roles be assigned only after training is completed and the ***2026-2027 Achievement Tests Staff Security Agreement*** has been signed by the user.

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Students to Be Tested

All eligible Arizona public school students in Grades 3–8 will participate in AASA testing. All students must take the grade level Math and ELA tests.

All students participating in AASA testing must be registered in PearsonAccess^{next}, including students who are taking online, paper, Special Paper Version (SPV), or American Sign Language (ASL) tests. It is the Achievement District Test Coordinator's responsibility to ensure that all students who need to take the AASA test have a registration in PearsonAccess^{next} prior to testing.

ADE will provide Pearson with the student information to upload to PearsonAccess^{next}. Uploaded student information will be based on student enrollments in AzEDS as of **January 26, 2027.** Students who are concurrently enrolled in more than one school will not be included in ADE's student upload and must be added to PearsonAccess^{next} by the district or charter. The two schools with the concurrently enrolled student should be in communication with each other to determine where the student will test.

Date ADE Will Extract Student Enrollment Data from AzEDS	Date Student Enrollments will be Visible in PearsonAccess^{next}
January 26, 2027	**February 3, 2027**

After **February 3, 2027,** Achievement District Test Coordinators are responsible for adding any new students, and any students who were not included in ADE's upload, to PearsonAccess^{next}. School Test Coordinators may assist the Achievement District Test Coordinator with this task.

Refer to the ***PearsonAccess^{next} User's Guide*** that is available in the ***Support > Documentation*** section of PearsonAccess^{next} (*https://az.pearsonaccessnext.com*) for instructions on editing, adding, or transferring students.

Students with significant cognitive disabilities whose current Individualized Education Program (IEP) designates them as eligible for the Alternate Assessment, the Multi-State Alternate Assessment (MSAA), should not be administered the AASA test. Achievement District Test Coordinators should work with Alternate Assessment District Test Coordinators and with the appropriate district or charter school staff to ensure that students who have Alternate Assessments designated in their IEP are not administered the AASA test.

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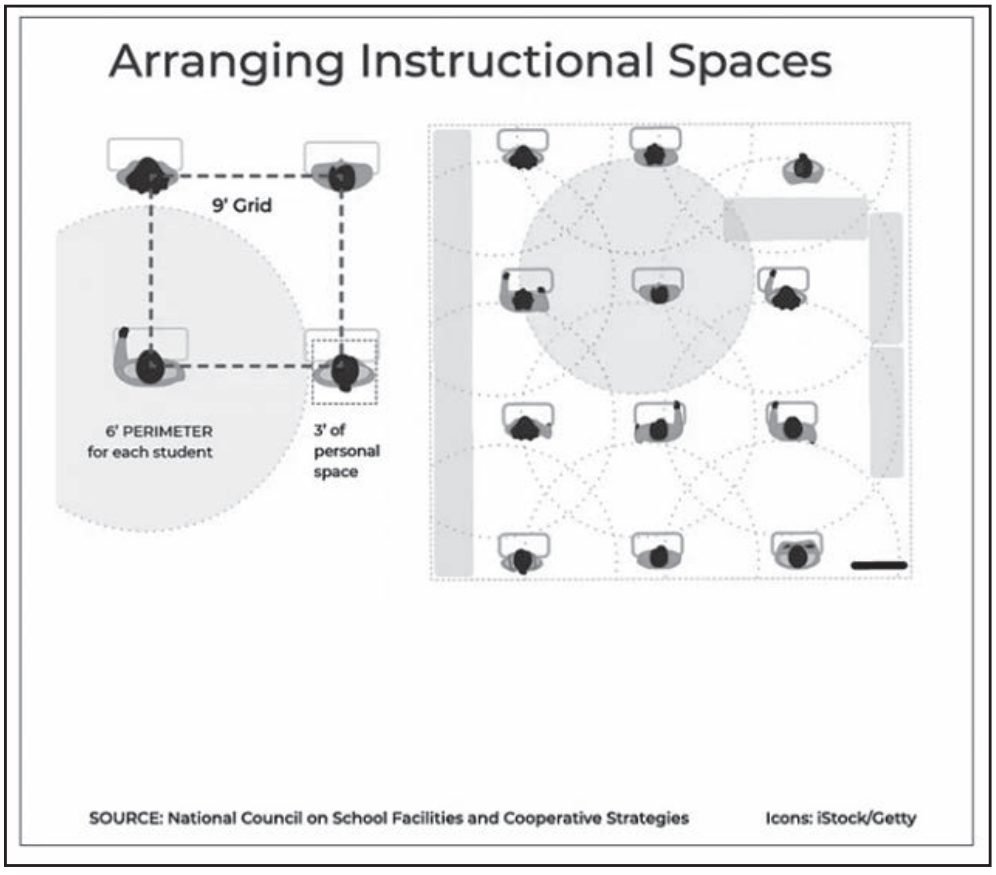
Testing Locations

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 the state of Arizona. Contact the Arizona Department of Education (ADE) for questions about testing homebound or hospitalized students.

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. Signs should be posted outside of testing rooms to warn others that testing is in progress and that quiet is required. Visual aids displayed in the testing room that could assist students while testing must be removed or covered completely. Any motivational signs, apparel, or activities created specifically for the assessment are not permitted in the testing environment. Since assessment is an integral part of the instructional process, motivational signs that are in the classroom throughout the school year are appropriate if they do not contain content-related material.

Seating should be arranged so that students are not tempted to look at the answers of others or create distractions due to close proximity. The student testing area should be cleared of backpacks, personal electronic devices (including wireless headphones and earbuds), and unnecessary materials prior to the beginning of testing. Student electronic devices should be powered off. The testing room should be arranged so that testing staff can freely circulate the room and have a clear view of all students and materials. Seating arrangements must minimize the possibility of prohibited behavior.



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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 tests correctly. Most of the required test materials will be shipped to the Achievement District Test Coordinator by the test vendor, Pearson. Some of the required test materials must be provided by the schools.

Pearson will provide the following test materials for the AASA administration to Computer-Based Testing (CBT) and Paper-Based Testing (PBT) schools during the initial shipment of materials:

- ***Spring 2027 AASA Test Coordinator's Manual***
- ***Spring 2027 AASA Test Administration Directions***

Additionally, Pearson will provide the following test materials for the AASA administration to PBT schools based on student registrations in PearsonAccess^{next}:

- AASA Grades 3–8 regular paper test booklets
- AASA orange-colored Header Sheets
- AASA School Header List
- Pre-ID Labels
- Pre-ID Rosters
- Materials necessary to package the Scorable and Nonscorable test materials for return to Pearson

If needed, additional test materials and additional return materials may be ordered via PearsonAccess^{next} during the Additional Order Window:

- CBT materials Additional Order Window: **April 2 – 30, 2027**
- PBT materials Additional Order Window: **April 2 – 16, 2027**
- Return materials Additional Order Window: **April 2 – May 7, 2027**

Additional orders will be reviewed and approved by the Arizona Department of Education (ADE).
For instructions on how to place an additional order, refer to the ***PearsonAccess^{next} User's Guide.***

Special Paper Version (SPV) tests will **not** be included in the initial shipment of materials. ADE will place an order at the beginning of the Additional Order Window for any approved SPV tests.

School-Provided Materials

Computer-Based Testing Schools—Materials Required to be Provided for Testing Rooms:

- Wired headphones for students
    - Students in Grades 3–8 will need headphones to use with the Text-to-Speech tool in the ELA Writing and Math test units and for the Listening questions embedded in the ELA Reading test units. Wireless headphones, including earbuds, are prohibited.
    - The Text-to-Speech tool is not available in the American Sign Language (ASL) test format. Students taking the ASL test will have access to an embedded ASL Video Player and closed captioning, which the student can toggle on and off within the ASL videos.
    - For students who require hearing aids and amplification with a Bluetooth connection, refer to the ***Arizona Accommodations Manual,*** located on the Arizona Department of Education (ADE) website at *https://www.azed.gov/assessment/accessibility*.

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    - Wired headphones with a microphone are required for the Grade 3 ELA Oral Reading Fluency (ORF) test unit. It is recommended that the headphones be unidirectional with a noise-cancelling microphone. Wireless headphones, including earbuds, are prohibited.
- Device for the Test Administrator, with access to PearsonAccess^{next}
- Device for each student to be tested with the latest version of the TestNav application installed and prohibited applications disabled
    - Each device must be in working order and must be fully charged before testing.
- **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
    - If graph paper is used as scratch paper, it must be commercially produced, cannot be numbered, and cannot have an x- or y-axis. Whiteboards or tracing/translucent paper are not permitted.
- Sign in/out log for entering and exiting the test environment

Students may use scratch paper during all ELA and Math test units, but they must enter their responses in TestNav to be scored.

In the case of Special Paper Version (SPV) tests, a qualified Test Administrator will need to transfer the student's responses into TestNav by the end of the appropriate test window. Any SPV responses not transferred into TestNav by the end of the appropriate test window will not be scored. ELA Writing responses must be transferred into TestNav by **April 23, 2027,** and ELA Reading and Math responses must be transferred into TestNav by **May 7, 2027.** Grade 3 students taking a large print or regular print SPV test in CBT schools must complete the ELA ORF test unit online in TestNav by **April 23, 2027.**

ELA Writing: An online dictionary and thesaurus are available to students within the online test. Commercially published paper dictionaries and commercially published paper thesauruses may also be available for student use during the online ELA Writing test unit only. Student-created or subject/vocabulary specific dictionaries or thesauruses are not permitted. Students may not access any online dictionaries or thesauruses outside of the TestNav a platform.

ELA Reading: The use of wired headphones is required for embedded Listening questions, with the exception of SPV or American Sign Language (ASL) tests.

Math: The Computer-Based Test will include an embedded calculator in the units of the test where a calculator is permitted. No calculators are permitted for Math Grades 3-6. Students in Grades 7 and 8 can use an approved calculator for Math Unit 1 only. Refer to the *AASA Calculator Guidance* in this manual for additional calculator information.

Paper-Based Testing Schools—Materials Required to be Provided for Testing Rooms:

- Supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
    - If graph paper is used as scratch paper, it must be commercially produced, cannot be numbered, and cannot have an x- or y-axis. Whiteboards or tracing/translucent paper are not permitted.
- Sign in/out log for entering and exiting the test environment
- **Testing–Do Not Disturb** signs

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- Roster of AASA-eligible students to be tested
- Commercially published paper dictionaries and commercially published paper thesauruses for use on ELA Writing only
    - Student-created or subject/vocabulary specific dictionaries or thesauruses are not permitted.
- Appropriate calculators for Math Grades 7-8 Unit 1 only
    - No calculators are permitted for Math Grades 3-6 or Math Grades 7-8 Unit 2. Refer to the *AASA Calculator Guidance* in this manual for additional calculator information.

For Grade 3 ELA Oral Reading Fluency (ORF)

- Wired headphones with a microphone for students
    - For students who require hearing aids and amplification with a Bluetooth connection, refer to the ***Arizona Accommodations Manual,*** located on the Arizona Department of Education (ADE) website at *https://www.azed.gov/assessment/accessibility*.
    - It is recommended that the headphones be unidirectional with a noise-cancelling microphone. Wireless headphones, including earbuds, are prohibited.
- Device for each student to be tested with the latest version of the TestNav application installed and prohibited applications disabled
- Device for the Test Administrator, with access to PearsonAccess^{next}
- Printed secure testing ticket for each student to be tested

Students may use scratch paper during all ELA and Math test units, but their responses must be entered in the space provided in the paper test booklet to be scored.

In the case of Special Paper Version (SPV) tests, a qualified Test Administrator will need to transfer the student's responses into TestNav by **April 23, 2027,** the end of the PBT test window. Any SPV test responses not transferred into TestNav by the end of the test window will not be scored. Grade 3 students taking a large print SPV test in PBT schools must complete the ELA ORF test unit online in TestNav by **April 23, 2027.**

Secure Testing Tickets

Secure testing tickets are required for students who will take the online test. Testing tickets are secure test materials and must be collected by the Test Administrator or Proctor after every test unit and whenever students leave the testing room. Secure testing tickets must be stored in a locked, secure location when not in use. It is not permissible for anyone, including Test Administrators, Proctors, or students, to practice logging into TestNav with secure testing tickets.

Training of testing staff must include procedures for the handling of secure testing tickets. Distributing incorrect secure testing tickets to students, losing secure testing tickets, or misusing secure testing tickets are test security violations that must be reported and will result in test invalidations for all impacted students.

Secure testing tickets are only available through PearsonAccess^{next}. Secure testing tickets should be printed and cut in advance of the test unit so that testing is not delayed. Refer to the ***PearsonAccess^{next} User's Guide*** for instructions on how to print secure testing tickets for students.

Students in Grade 3 will use four separate secure testing tickets for ELA - Writing, ELA Reading Unit 1, ELA Reading Unit 2, and ELA Oral Reading Fluency. Students in Grades 4–8 will use one secure testing ticket to access all three ELA test units. Students in Grades 3–8 will use one secure testing ticket to access both Math test units.

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AASA Calculator Guidance

Calculators are permitted on Grades 7 and 8 Math Unit 1 only. On test units where calculators are permitted, it is ideal for a student to use the recommended acceptable calculator. If the recommended calculator is not available, students may use a calculator with less functionality. Appropriate hand-held calculators must be available for students taking a Special Paper Version (SPV) test or Paper-Based Test (PBT) for the Grades 7–8 Math Unit 1 test only.

The online test will include the acceptable online version of an approved calculator. Providing handheld calculators is not a requirement for schools administering the Computer-Based Test (CBT); however, students may use an acceptable handheld calculator in addition to, or instead of, the embedded online calculator.

No laptop, tablet, or phone-based calculators may be used during testing outside of the embedded online calculator. Students are not allowed to share calculators during a test unit. For additional information, refer to the ***Calculator Guidance*** published on the AASA website at *https://www.azed.gov/assessment/aasa*.

Testing with Accommodations

Achievement District Test Coordinators, School Test Coordinators, and Test Administrators are expected to read and follow the guidance in the ***Arizona Accommodations Manual*** posted on the Arizona Department of Education (ADE) website at *https://www.azed.gov/assessment/accessibility*.

Accommodations are provisions made in how a student accesses the test and/or demonstrates learning that do not alter the validity of the test, test constructs, score interpretation, reliability, or security of the test. Instructional accommodations may or may not be suitable for statewide assessment. Modifications are adjustments that are sometimes used during instruction. Modifications are not permitted for statewide assessment as they change what a test is designed to measure and prevent meaningful interpretation of a student's score.

Prior to the day of a test, Test Administrators must know which students are eligible to receive accommodations and how to administer them properly. Students should have prior experience using the accommodation routinely during classroom instruction and on school and district assessments throughout the school year. Testing accommodations provided for one student may not impede or impact other students in the testing room. Providing unacceptable accommodations to students who may receive accommodations, providing accommodations to students who may not receive them, or failing to indicate in PearsonAccess^{next} that accommodations were provided are test irregularities that must be reported.

PearsonAccess^{next} may be used to set embedded accommodations for a student's online test, as well as to indicate non-embedded accommodations that were used during testing. If embedded accommodations, such as magnification, line reader, and color contrast, are set in PearsonAccess^{next} prior to a student testing, then the accommodation will already be turned on for the student when they sign into their test in TestNav. Non-embedded accommodations, such as simplified directions, translated directions, and translation dictionary, should be indicated in PearsonAccess^{next} after testing for students who used these accommodations.

Note: The Text-to-Speech universal tool has tracking and audio capabilities meant for sighted or low vision students. For students with no vision or more complex needs, contact ADE at AASA@azed.gov for guidance.

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Monitoring Testing

Test Administrators can use the **Students in Sessions** screen in PearsonAccess^{next} to monitor online test sessions. Test Administrators can also view student status and lock or unlock students' tests.

During the administration of the AASA test, 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.

Troubleshoot Guidance for Online Testing

The following are common issues that may arise during the test and how to resolve the issue.

- **Student unable to log in –** The student must type their username and password exactly as listed on the student's secure testing ticket (the password will be all lowercase characters). Verify that the student's test session is in **Ready** status and the student is unlocked in PearsonAccess^{next}.
- **Student in "Exited" status –** The 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 in PearsonAccess^{next}.
- **Student in "Completed" status –** The student has completed and submitted the test unit. The test unit will not be eligible to be reopened.
- **Student in "Marked Complete" status –** The student's test was launched but not submitted properly. At the end of each day, any test that was not submitted properly is placed in a **Marked Complete** status.

If the site is experiencing lag time or internet disruptions during testing, check the capacity of the site's wireless access points.

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^{next} by the Achievement District Test Coordinator as soon as possible after the incident occurs, ideally within 24 hours.

Breaks During Testing

Stretch breaks or restroom breaks are allowed on an individual student basis, as needed, according to the following guidelines.

- Students may not talk, use electronic devices, or leave the room during an individual stretch break.
- Students must fill out the classroom sign in/out log when entering and exiting the testing room for an individual restroom break.
- Before a student takes an individual stretch break or leaves the room for a restroom break or an emergency, they must first sign out of TestNav. To exit the test, the student clicks on the blue **Save and Return Later** button. The Test Administrator will need to resume the student's test in PearsonAccess^{next} before the student signs into TestNav.

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- Group or class stretch breaks are not allowed.
- The Test Administrator may not stop students from testing to take a stretch break.
- Significant breaks (individual or group), during a test session or test unit, are **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. In the event of an emergency, contact the Arizona Department of Education (ADE) as soon as possible for guidance.

Students may not leave the testing room 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. Follow procedures established by the district, charter, or school for such occurrences.

If the student is believed to have participated in cheating, a test irregularity should be submitted in PearsonAccess^{next} as soon as possible, ideally within 24 hours of the occurrence. The Arizona Department of Education (ADE) also 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 or visit the nurse's office, 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. When the student returns to the testing room, the Test Administrator will need to resume the student's test in PearsonAccess^{next} before the student signs into TestNav. Students may not take cell phones, wireless headphones, earbuds, smart watches, smart glasses, or any other electronic devices when exiting the testing room.

Students Who Leave School During Testing

Students who have started testing and need to leave school before completing a particular test unit of the AASA test, including those students who leave due to illness or parent request, are ineligible to continue the test for that test unit. For Computer-Based Testing (CBT), the student must submit their test in TestNav before leaving the room. For Paper-Based Testing (PBT) or Special Paper Version (SPV) testing, the student must turn in their test booklet to the Test Administrator before leaving the room. The Test Administrator or Test Coordinator should inform the student and parent prior to the student leaving the testing room that they will not be permitted to finish that test unit when the student returns to school. If the student returns to school during the testing window, they may continue testing on any test unit(s) that have not yet been started. The Arizona Department of Education (ADE) recommends that documentation be kept identifying the time the student left the testing room, the test unit in progress at that time, and the reason for leaving early.

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Students Who Need Additional Test Time

Most students should be able 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 the Test Coordinator for those students who need additional time to complete the test. A test unit must be completed on the day it is started. Students cannot leave for a break until their test unit is complete; however, students can have lunch brought to them, if necessary.

- If a Computer-Based Testing (CBT) student must be moved to another computer or room, they must sign out of their test before moving to another computer or room. A qualified Test Administrator or Proctor must accompany the student to the new testing room. Students may not remove secure testing materials, including secure testing tickets, from the testing room. The Test Administrator must resume the student's test in PearsonAccess^{next} prior to the student attempting to sign into their test to continue testing.
- If a Paper-Based Testing (PBT) or Special Paper Version (SPV) testing student must be moved to another room, a qualified Test Administrator or Proctor must collect the student's test booklet and accompany the student to the new testing room. Students may not remove secure testing materials from the testing room.

Test Security

All districts and charters administering the AASA tests must have a ***2026-2027 District Test Coordinator Security Agreement*** form on file with the Arizona Department of Education (ADE). In addition, the ***2026-2027 Achievement Tests Staff 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, including those with only incidental access to the test environment. These individuals must also complete the required training modules for their user role prior to test administration. Signed ***2026-2027 Achievement Tests Staff Security Agreement*** forms are to be kept on file at the district or charter for six years.

The ***2026-2027 Achievement Tests Staff Security Agreement*** form is available to Achievement District Test Coordinators on the ADE website at *https://www.azed.gov/assessment/achievement-dtcs*.

Achievement District Test Coordinators are responsible for establishing and enforcing test security procedures. These procedures must comply with the guidance included in the ***2026-2027 District Test Coordinator Security Agreement*** form, the ***2026-2027 Achievement Tests Staff Security Agreement*** form, the ***Spring 2027 AASA Test Coordinator's Manual,*** the ***Spring 2027 AASA Test Administration Directions,*** the Spring 2027 Achievement Assessments training modules, and the Arizona State Board of Education rule regarding test security.

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 and may result in student tests being invalidated.

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 or password for PearsonAccess^{next}

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- Capture images of any part of the test via any electronic device for any reason
- Duplicate any part of the test in any way
- Examine, read, review, discuss, disclose, or allow to be disclosed, the content of the test before, during, or after test administration
- Allow students to access test content prior to testing, including the ELA Oral Reading Fluency (ORF) test passages
- Provide any reference sheets to students during the Math test administration or graphic organizers during the ELA Writing test administration
- 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 ***Spring 2027 AASA Test Administration Directions,*** or as part of an approved accommodation
- Influence students' responses by making any kind of gestures, such as pointing to questions or holding up fingers to signify question numbers or answer options, while students are taking the test
- Instruct students to go back and check responses after they have finished their test since this instruction may only be given before the students take the test
- Instruct students to change any responses
- Review or change students' responses
- Translate, reword, or explain any test content
- Read or review students' scratch paper and other secure test materials
- Participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures
- Use remote monitoring software to view a student's screen during testing
- Allow students to use Artificial Intelligence (AI) to respond to any part of the test
- Provide or permit the use of unacceptable accommodations or tools on the test

Student Confidentiality

An important aspect of test security is maintaining student privacy. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records and prohibits the public disclosure of student information or test results.

The following are examples of **prohibited practices:**

- Sending the name or date of birth of a student via email
    - Only the student's state identification number (SSID) should be provided in electronic communications.
- Providing unauthorized individuals TestNav sign in information (username and password)
- Providing students with the wrong login information or incorrect secure testing ticket during the sign in process, causing students to sign into another student's test
- Misusing or misplacing secure testing tickets or Pre-ID Labels

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Only verified students may sign into their online test unit. Test Administrators, Proctors, other staff, or another student may not sign into TestNav using a student's login information. Doing so will result in test invalidations for all impacted students. The only exception is Test Administrators who must transfer students' responses from Special Paper Version (SPV) tests into TestNav.

Paper Test Booklet Precautions

It is unethical and shall be viewed as a violation of test security for any person to:

- Photocopy the student test booklets, for any reason
- Disassemble or pull pages from the student test booklets
- Allow students to make any marks on or near the timing marks on the edges of the Scorable test booklets as this can interfere with the scanning and scoring process
- Use "sticky" notes, paper clips, tape, staples, or glue on the Scorable test booklets
- Insert loose papers into the Scorable test booklets
- Tape or glue additional paper into the Scorable test booklets
- Allow students to use correction fluid or correction tape on the Scorable test booklets
    - If an error is made, the student should erase the error completely and make the correction using a No. 2 pencil.
- Allow students to use colored pencils, pens, markers, or highlighters on the Scorable test booklets as this can interfere with the scanning and scoring process
- Return test materials that have been contaminated with blood, vomit, or other bodily fluids to Pearson
    - If a Scorable test booklet has been contaminated, Achievement District Test Coordinators should have a Test Administrator who has completed training and signed a test security agreement transcribe the student's test responses and the student's demographic information on the back cover of the booklet to a new Scorable test booklet. **The contaminated test booklet should then be securely destroyed.** For Special Paper Version (SPV) test booklets, prior to destroying the original contaminated document, the Test Administrator must transfer all of the student's responses into TestNav to be scored. Any contaminated test booklets that have been securely destroyed must also be accounted for on the ***AASA Materials Return Inventory Sheet.***

The Achievement District Test Coordinator must submit a test irregularity in PearsonAccess^{next} for any of the scenarios listed above as soon as possible after the incident occurs and notify ADE by email at AASA@azed.gov.

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, improper assistance by adults or students, or testing students who are not eligible for the test. Additionally, for online testing, a test irregularity may include an extended local internet connection disruption or a power outage that results in any student being unable to complete a test unit on the same testing day.

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In the event of any test administration errors, students cheating or in possession of prohibited materials or devices, or system issues, the Achievement District Test Coordinator should submit a test irregularity report to the Arizona Department of Education (ADE) through PearsonAccess^{next} as soon as possible after the incident occurs, ideally within 24 hours. Authorization to reopen a test unit 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, if possible. Do not allow the student to leave the testing environment. If the student leaves the test environment, the student will not be able to continue testing in that test unit.
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 Desk ticket to Pearson Customer Support at ***https://download.pearsonaccessnext.com/ref/WebToCase.html?p=ARIZONA*** or by contacting the Pearson Customer Support Line at 1-888-705-9421, Option 3, and requesting Level 2 Support.
4. If following up with ADE at AASA@azed.gov, include your district entity number, a phone number, and an email address in your communication. In addition, include any error message or code the student or Test Administrator is receiving, the state identification numbers (SSIDs) of any students impacted, and your Pearson ticket number. Emails without this information can cause a delay in response from ADE.

Follow these steps to report an AASA test 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. If the student leaves the test environment, the student will not be able to continue testing in that test unit.
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, ideally within 24 hours, by logging into PearsonAccess^{next} and entering a test irregularity.
4. ADE will review the irregularity submission in PearsonAccess^{next}. ADE will email the Achievement District Test Coordinator if there are any questions.
5. The Achievement District Test Coordinator can verify irregularity status in the *Do Not Report Tests* operational report in PearsonAccess^{next}. ADE **will not** send emails to inform of irregularity status. One week after the end of the test window, a final *Do Not Report Tests* operational report can be downloaded for a selected organization. If a submitted test irregularity is not on the final report, then the test unit was not invalidated. If one or more ELA test units are invalidated, then the student will not receive an ELA score. If one or more Math test units are invalidated, then the student will not receive a Math score.

For detailed instructions on how to submit a test irregularity or verify test irregularity status, refer to the ***PearsonAccess^{next} User's Guide*** that is available in the ***Support > Documentation*** section of PearsonAccess^{next} (*https://az.pearsonaccessnext.com*).

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Receiving and Distributing Test Materials

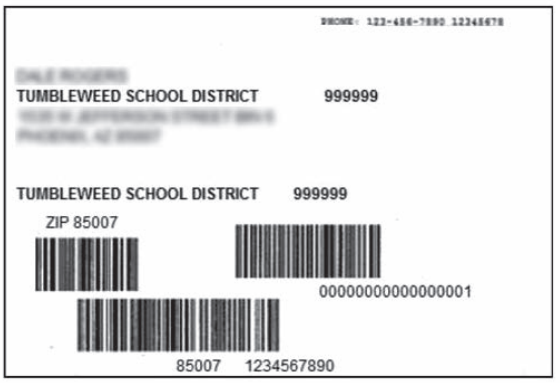
Initial materials shipments for Computer-Based Testing (CBT) and Paper-Based Testing (PBT) schools will include copies of the ***Spring 2027 AASA Test Coordinator's Manual*** and ***Spring 2027 AASA Test Administration Directions*** for all schools within the district or charter.

PBT schools will also receive paper test booklets for ELA and Math, as well as ELA and Math Pre-ID Labels and Pre-ID Rosters. Achievement District Test Coordinators will receive the initial order of test materials during **Week 1: March 29 – April 1, 2027;** or **Week 2: April 5 – 8, 2027.** Districts and charters will have the option to select to receive test materials during Week 1 or Week 2 in PearsonAccess^{next}. This will allow Achievement District Test Coordinators the flexibility to choose when they are available for test materials delivery. If a selection is not made in PearsonAccess^{next} during the provided window, the district or charter will receive materials during Week 1. Refer to the ***Spring 2027 AASA District Test Coordinator Important Tasks Checklist*** for additional details.

The AASA test materials will be packaged by school and shipped to the district or charter for all participating schools. The Achievement District Test Coordinator is responsible for inventorying the materials, ensuring that sufficient quantities of materials are available, and distributing the appropriate materials to schools. All school and district personnel must have a signed ***2026-2027 Achievement Tests Staff Security Agreement*** form on file with the district or charter prior to receiving the testing materials.

An outbound shipping label will be on the top of each box. This label will include the Achievement District Test Coordinator's name, district name, district code (entity ID number), district shipping address, and will indicate if it is a district box or a school box. Refer to figure *Outbound Shipping Label*.

Outbound Shipping Label



Special Paper Version (SPV) tests will not be included in the initial shipments and instead will be shipped as an additional order.

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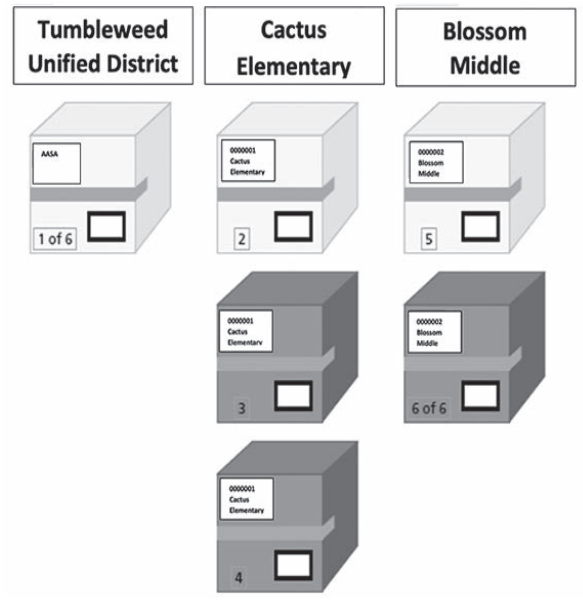
Materials are shipped in dual-purpose boxes designed to be easily used for both receiving and returning materials. Save both the white and brown boxes for use in returning materials to Pearson. When returning materials to Pearson at the end of the test window, it does not matter which color of Pearson boxes are used.

White boxes are used by Pearson for shipping Test Coordinator materials intended for District and School Test Coordinators as shown in the figure *Box Shipment Diagram*. **Brown boxes** are used by Pearson for shipping test booklets and other testing materials.

Each box of the shipment is hand numbered. The numbers are on the top of each box in the lower-left corner. The first and last box will be numbered **1 of X** and **X of X**. The boxes between the first and last box will have only the number marked specifically for each box. For example, in a shipment of 6 boxes, the first box is numbered **1 of 6,** and the last box is numbered **6 of 6.** Box number 2 through box number 5 are numbered without a reference to the range. The boxes will be numbered in order so that the district box, a white box, is first, and then the schools' boxes (one white and brown boxes) follow with the schools in numeric order by school code (entity ID number). A white box will always be at the beginning of each school's set of boxes. Refer to the figure *Box Shipment Diagram*.

Box Shipment Diagram



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AASA Test Coordinator Materials

White boxes are used by Pearson for the District and School Test Coordinator's materials.

District Test Coordinator's materials include:

- ***Spring 2027 AASA Test Coordinator's Manual***

The following materials will be included as additional materials for Paper-Based Testing schools:

- Pallet Detail Report
- District Packing List
- Copy of School Packing List for each school assigned to the district or charter
- Orange-colored Header Sheets (Blank)
- UPS shipping labels or XPO Logistics Freight Bill of Lading form
- Color-coded Return Labels

School Test Coordinator's materials include:

- ***Spring 2027 AASA Test Coordinator's Manual***

The following materials will be included for Paper-Based Testing schools:

- School Packing List
- Orange-colored Header Sheets (pre-slugged)
- School Header Lists
- Paper Bands
- ***AASA Materials Return Inventory Sheet***
- UPS shipping labels or XPO Logistics Freight Bill of Lading form
- Color-coded Return Labels

Pre-ID Label Kit* for Paper-Based Testing schools includes:

- Pre-ID Labels
- Pre-ID Rosters

*Pre-ID Label Kits will be sent to PBT schools and will be received with the initial shipment of the AASA test materials. Separate Pre-ID Labels will be received for ELA and Math test booklets.

Brown boxes are used by Pearson for shipping testing materials at the school level.

School brown boxes include:

- ***Spring 2027 AASA Test Administration Directions***
- Spring 2027 AASA Student Test Booklets (for PBT schools only)

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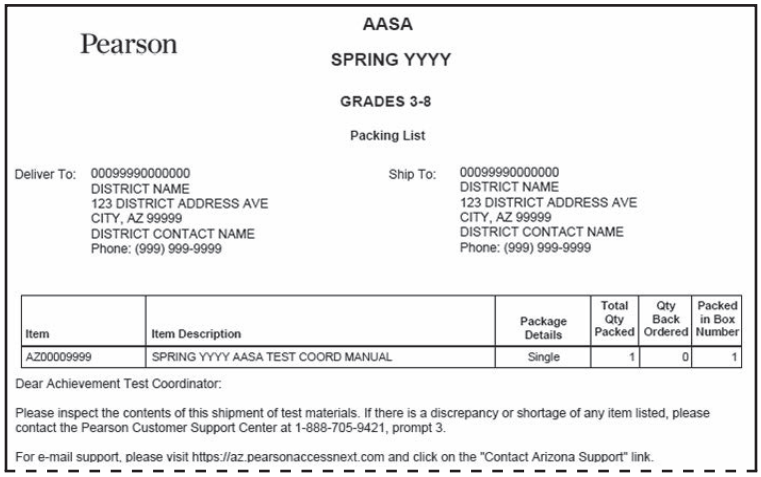
Spring AASA District Packing List



Pearson

AASA

SPRING YYYY

GRADES 3-8

Packing List

Deliver To: 00099990000000
DISTRICT NAME
123 DISTRICT ADDRESS AVE
CITY, AZ 99999
DISTRICT CONTACT NAME
Phone: (999) 999-9999

Ship To: 00099990000000
DISTRICT NAME
123 DISTRICT ADDRESS AVE
CITY, AZ 99999
DISTRICT CONTACT NAME
Phone: (999) 999-9999

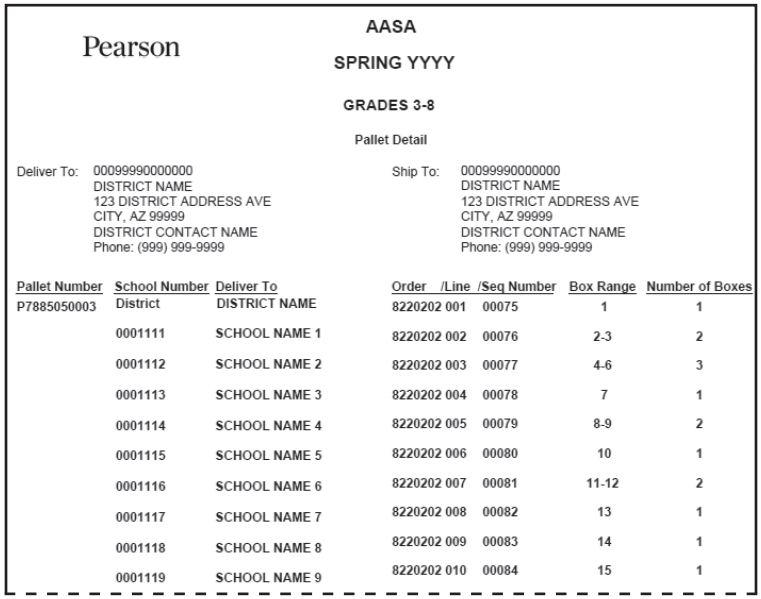
Item	Item Description	Package Details	Total Qty Packed	Qty Back Ordered	Packed in Box Number
AZ00009999	SPRING YYYY AASA TEST COORD MANUAL	Single	1	0	1

Dear Achievement Test Coordinator:

Please inspect the contents of this shipment of test materials. If there is a discrepancy or shortage of any item listed, please contact the Pearson Customer Support Center at 1-888-705-9421, prompt 3.

For e-mail support, please visit https://az.pearsonaccessnext.com and click on the "Contact Arizona Support" link.

Spring AASA District Pallet Detail



Pearson

AASA

SPRING YYYY

GRADES 3-8

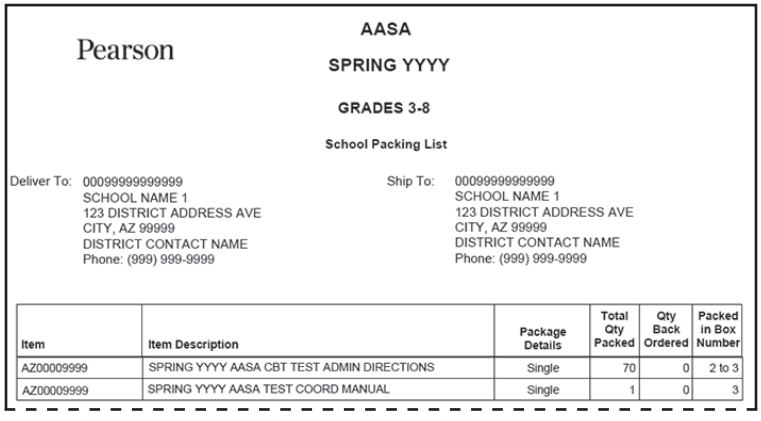
Pallet Detail

Deliver To: 00099990000000
DISTRICT NAME
123 DISTRICT ADDRESS AVE
CITY, AZ 99999
DISTRICT CONTACT NAME
Phone: (999) 999-9999

Ship To: 00099990000000
DISTRICT NAME
123 DISTRICT ADDRESS AVE
CITY, AZ 99999
DISTRICT CONTACT NAME
Phone: (999) 999-9999

Pallet Number	School Number	Deliver To	Order /Line /Seq Number	Box Range	Number of Boxes
P7885050003	District	DISTRICT NAME	8220202 001 00075	1	1
	0001111	SCHOOL NAME 1	8220202 002 00076	2-3	2
	0001112	SCHOOL NAME 2	8220202 003 00077	4-6	3
	0001113	SCHOOL NAME 3	8220202 004 00078	7	1
	0001114	SCHOOL NAME 4	8220202 005 00079	8-9	2
	0001115	SCHOOL NAME 5	8220202 006 00080	10	1
	0001116	SCHOOL NAME 6	8220202 007 00081	11-12	2
	0001117	SCHOOL NAME 7	8220202 008 00082	13	1
	0001118	SCHOOL NAME 8	8220202 009 00083	14	1
	0001119	SCHOOL NAME 9	8220202 010 00084	15	1

Spring AASA School Packing List



Pearson

AASA

SPRING YYYY

GRADES 3-8

School Packing List

Deliver To: 00099999999999
SCHOOL NAME 1
123 DISTRICT ADDRESS AVE
CITY, AZ 99999
DISTRICT CONTACT NAME
Phone: (999) 999-9999

Ship To: 00099999999999
SCHOOL NAME 1
123 DISTRICT ADDRESS AVE
CITY, AZ 99999
DISTRICT CONTACT NAME
Phone: (999) 999-9999

Item	Item Description	Package Details	Total Qty Packed	Qty Back Ordered	Packed in Box Number
AZ00009999	SPRING YYYY AASA CBT TEST ADMIN DIRECTIONS	Single	70	0	2 to 3
AZ00009999	SPRING YYYY AASA TEST COORD MANUAL	Single	1	0	3

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AASA Secure Test Booklets

Students taking a paper test will respond to test questions directly in their test booklets. There are no separate answer documents for AASA.

For each student testing on paper in Grades 3–8, there will be one test booklet for ELA that includes Writing, Reading Unit 1, and Reading Unit 2. The student's Grade 3 ELA test booklet will **not** be required for the ELA Oral Reading Fluency (ORF) test. The ELA ORF test will **not** be included in the Grade 3 ELA regular paper test booklet, as the passages to be read will be included in the online test. For Math, there will be one test booklet that includes Unit 1 and Unit 2.

Transferring Secure Materials Between Schools Within Your District

If a school in your district has a shortage of test materials and your supply of district overage materials has been exhausted, you may transfer test materials from another school within your district that has more materials than needed for their students. It is the responsibility of the Achievement District Test Coordinator to track these transfers of secure materials so that all test booklets are accounted for at all times and returned appropriately after testing has been completed. Each school must indicate on their ***AASA Materials Return Inventory Sheet*** any test booklets that have been received or transferred out.

Paper-Based Testing Schools–Pre-ID Labels and Student Demographic Information

For Paper-Based Testing (PBT) schools, training of testing staff must include procedures for the use of Pre-ID Labels and procedures for the bubbling of student demographic data.

Pre-ID Labels will be provided for students expected to participate in AASA paper testing and will be based on school enrollment and current Arizona Department of Education (ADE) records as of **January 26, 2027.** The AASA paper testing is not limited to those students with a Pre-ID Label. Districts will have an opportunity to make updates to their schools' student registration in PearsonAccess^{next} beginning **February 3, 2027.** Students added to PearsonAccess^{next} after **February 25, 2027,** who attend a PBT school, will not receive Pre-ID Labels but will be required to test. Additional and new Pre-ID Labels are **not** available, and you may **not** create your own Pre-ID Labels. Students who do not receive a Pre-ID Label must have their student demographic information bubbled in on their Scorable test booklet and must be added to PearsonAccess^{next} prior to testing.

Students with a Pre-ID Label

- Students who have a Pre-ID Label have been registered in PearsonAccess^{next} by **February 25, 2027,** for the Spring 2027 AASA Paper-Based Test (PBT).
- Use the Pre-ID Label only if the provided information on the label is current and correct.
- Do not use a Pre-ID Label for a student who is no longer enrolled at the school associated with the label. The unused Pre-ID Label should be securely destroyed locally at the school or district.
- Do not use a Pre-ID Label for Special Paper Version (SPV) test booklets. Student demographic information for SPV tests will be registered in PearsonAccess^{next}.
- Do not make any changes to the information on the Pre-ID Label.

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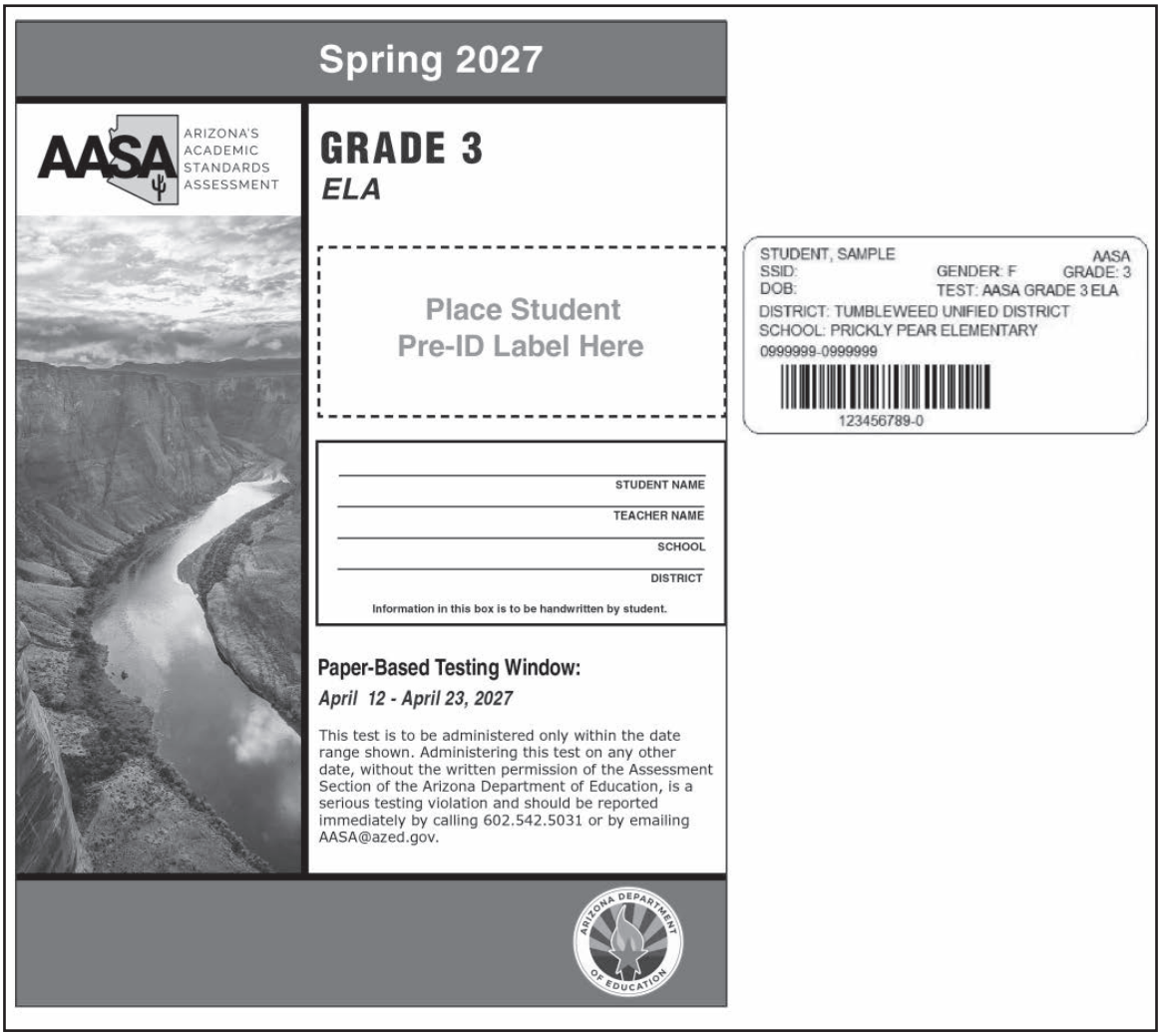
- Do not mark the Pre-ID Label in any way.
- If the Pre-ID Label is correct, do not complete the demographic information on the back cover of the test booklets.
- If information on the Pre-ID Label is incorrect, do not use the label.
    - The student demographic information on the back cover of the test booklet must be completed for the paper test, and the student's demographic information must be updated in PearsonAccess^{next} and AzEDS, prior to the student testing.
- If a Pre-ID Label was placed on a student's test booklet in error, do not mark the Pre-ID Label or attempt to take the label off the test booklet; rather, apply a blank label over the Pre-ID Label.
    - The unused test booklet can be used by either applying a new Pre-ID Label over the blank label or by completing the student demographic information on the back cover of the test booklet.

Use care to affix the ELA Pre-ID Labels to the ELA test booklets and the Math Pre-ID Labels to the Math test booklets prior to distributing test booklets to students.

After confirmation of each student's school enrollment and prior to testing, affix the Pre-ID Label on the designated area on the front cover of the student's test booklet.



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Students without a Pre-ID Label

Complete the demographic information on the back cover of the test booklets and ensure the student's demographic information is correct in PearsonAccess^{next} and AzEDS prior to testing the student. Refer to the corresponding ***Spring 2027 AASA Test Administration Directions for Paper-Based Testing Schools*** with instructions on completing the demographic information.

Front Cover of Test Booklets

Student identification information to be completed by the student before beginning a test unit is located on the front cover of the test booklets. This information must be completed by students taking the Paper-Based Test (PBT) or Special Paper Version (SPV) test.

- Test Administrators should write the teacher name, school, and district on the board to assist students in completing the front cover of the test booklets.
- Have students **only**, write their name, teacher name, school, and district in the designated area on the front cover of their test booklets.

American Sign Language Test

The American Sign Language (ASL) test accommodation is available to students requiring an ASL test and with prior approval by the Arizona Department of Education (ADE). The ASL test is a computer-based test and does not have a paper version. ASL videos are embedded within the AASA ASL Writing and Math test units for passages, questions, and answer options. All ASL videos contain closed captioning which may be toggled on or off by the student. ASL videos are not available for the scripted directions included in the ***Spring 2027 AASA Test Administration Directions*** and are not available within the ELA Reading test units. The Text-to-Speech tool is not available within the ASL test form. Students taking the ASL test may experience a delay when advancing between questions.

For any student approved for an ASL test, ADE will create the ASL test sessions in PearsonAccess^{next} and move the student into the ASL test sessions prior to testing. The Test Administrator should confirm that students with an approved ASL test accommodation are in ASL test sessions prior to the student logging into their test. ASL test sessions should not be edited by the district, charter, or school. If updates are needed to a student's ASL test sessions, contact ADE for assistance at AASA@azed.gov.

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Special Paper Version Tests

All accommodations for Special Paper Version (SPV) tests must be identified in the student's Individualized Education Program (IEP) or 504 Plan and must be used on a regular basis in the classroom for the student's daily instruction. It is best practice to administer SPV tests separately from online tests due to differences in the test administration directions.

SPV test accommodations include:

For Computer-Based Testing schools – Braille, large print, and regular print paper test booklets
For Paper-Based Testing schools – Braille and large print paper test booklets

Special Paper Version Test Approval Process

All Special Paper Version (SPV) test requests must be approved by the Arizona Department of Education (ADE) using the following steps:

- Submit the SPV test request for each qualifying student using the secure ADE online form. SPV test requests may be submitted by the Achievement District Test Coordinator or by any staff member who is responsible for the student's Individualized Education Program (IEP) or 504 Plan.
- Requests should be submitted early in the school year to allow time for ADE's review and for additional documentation to be submitted, as needed. SPV test requests must be submitted to ADE by **February 5, 2027.**
- Requests for qualifying students should be submitted at *https://www.azed.gov/form/spv2027*.
- Within the secure request form, you must submit pages of the student's current IEP or 504 Plan that indicate the need for an SPV form of the test. The document you submit must include:
    - The date of the document and the student's first and last name and state identification number (SSID)
    - The *Present Level of Academic Achievement and Functional Performance (PLAAFP)*
    - The *Instructional Accommodations* section of the document that includes accommodations used regularly during instruction throughout the year in lieu of computer instruction. The instructional accommodations **must** align with the testing accommodations. The IEP or 504 Plan must clearly indicate how the teachers accommodate the student's need in class and the restrictions the student has when using technology (examples: no more than xx minutes of screen time per day, must have a significant break after xx minutes, no computer usage at all, etc.).
    - The *Assessment Accommodations* section of the document that includes the student's testing accommodations for district and state assessments
    - For large print or braille test requests, the IEP or 504 Plan must document the need for large print or braille materials for instruction and assessment.

For regular print paper test requests submitted due to parent request, documentation of the parent's request must be submitted within the online request form by the district, charter, or school. Subject to available inventory, SPV tests may not be available for requests submitted after the **February 5, 2027,** request deadline.

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Preparing to Administer Special Paper Version Tests

The Arizona Department of Education (ADE) will create the Special Paper Version (SPV) test sessions in PearsonAccess^{next} for any student with an approved SPV test and will move the student into the appropriate test sessions prior to testing. SPV test sessions should not be edited in PearsonAccess^{next} by the district, charter, or school. If updates are needed to a student's SPV test sessions, contact ADE at AASA@azed.gov for assistance. ADE will 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**. Students who are approved for SPV testing will have the SPV test indicated in PearsonAccess^{next} and will not have access to the online test.

Exception: All Grade 3 students taking a large print or regular print SPV test will be administered the ELA Oral Reading Fluency (ORF) test online in TestNav. Students taking the American Sign Language (ASL) test or the Braille SPV test will not be administered the ELA ORF test.

Receiving Test Materials

Achievement District Test Coordinators will receive any approved Special Paper Version (SPV) test materials as an Additional Order according to the schedule in the ***Spring 2027 AASA District Test Coordinator Important Tasks Checklist.*** Boxes that SPV test materials are received in should be saved for returning the materials to Pearson after testing.

Directions for administering large print and regular print SPV tests are included in the ***Spring 2027 AASA Test Administration Directions*** manual.

Directions for administering braille SPV tests are included in the ***Spring 2027 AASA Test Administration Directions for Special Paper Version: Braille.*** Braille Kits will contain ink print test booklets for the Test Administrator in addition to the braille test booklets for the student.

Transferring Student Responses into TestNav

All students who test using a Special Paper Version (SPV) test must have their responses transferred into TestNav by the Test Administrator by the end of the appropriate test window. In preparation for this process, the Test Administrator responsible for transferring student SPV responses into TestNav must have an appropriate user role in PearsonAccess^{next}, must have completed the required Test Administrator trainings, must have a signed ***2026-2027 Achievement Tests Staff Security Agreement*** form on file with the district or charter, and must have a device with the latest version of TestNav installed.

SPV test responses not transferred into TestNav by the end of the appropriate test window will not be scored. Achievement District Test Coordinators are responsible for ensuring that SPV test responses have been transferred into TestNav by the appropriate deadline.

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For CBT schools: All SPV Writing test responses must be transferred into TestNav by **April 23, 2027.** Grade 3 students must complete the AASA ELA Oral Reading Fluency test unit online in TestNav by **April 23, 2027.** All SPV Reading and Math test responses must be transferred into TestNav by **May 7, 2027.**

For PBT schools: All SPV test responses must be transferred into TestNav by **April 23, 2027.** Grade 3 students must complete the AASA ELA Oral Reading Fluency test unit online in TestNav by **April 23, 2027.**

Test Administrators must provide students taking SPV tests with sufficient time to complete the paper test and sufficient time for the Test Administrator to transfer the student responses into TestNav by the appropriate deadline.

Instructions for transferring student responses into TestNav are included in the ***Spring 2027 AASA Test Administration Directions*** (includes directions for large print and regular print SPV tests) and the ***Spring 2027 AASA Test Administration Directions for Special Paper Version: Braille.***

Contact the Arizona Department of Education (ADE) at AASA@azed.gov with any questions about transferring SPV test responses into TestNav.

Returning Special Paper Version Materials to Pearson

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 transferred into TestNav by the end of the appropriate test window and that all SPV test booklets have been collected from Test Administrators.

All AASA SPV test booklets must be returned to Pearson as Nonscorable materials according to the dates provided in the ***Spring 2027 AASA District Test Coordinator Important Tasks Checklist.*** All components of any Braille Kits received must be returned to Pearson as Nonscorable materials, with the exception of unused Sticky Dots and Wikki Stix.

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Handling Materials After Testing for Computer-Based Testing and Paper-Based Testing Schools

Achievement District Test Coordinators must establish local procedures and provide specific instructions to schools on how materials will be either returned to Pearson or securely destroyed or discarded.

Secure Scorable materials include used regular print test booklets and must be returned to Pearson for scoring according to the instructions provided in this manual.

Secure Nonscorable materials include:

- Printed testing tickets–securely destroy locally
- Used scratch paper–securely destroy locally
- Unused Pre-ID Labels–securely destroy locally (for Paper-Based Testing (PBT) schools)
- Used and unused Special Paper Version (SPV) student test booklets, if received–return to Pearson
- For Braille SPV test, if received: ***Spring 2027 AASA Test Administration Directions for Special Paper Version: Braille***–return to Pearson
- For Braille SPV test, if received: All materials included as part of the Braille Kit, with the exception of unused Wikki Stix and Sticky Dots–return to Pearson.

Non-secure Nonscorable materials (discard locally) include:

- ***Spring 2027 AASA Test Coordinator's Manual***
- ***Spring 2027 AASA Test Administration Directions***
- Unused UPS shipping labels or XPO Logistics Freight Bill of Lading form
- Unused color-coded return labels
- Unused, orange-colored Header Sheets–pre-slugged and blank (for Paper-Based Testing (PBT) schools)

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Completing Header Sheets for Paper-Based Testing Scorable Materials

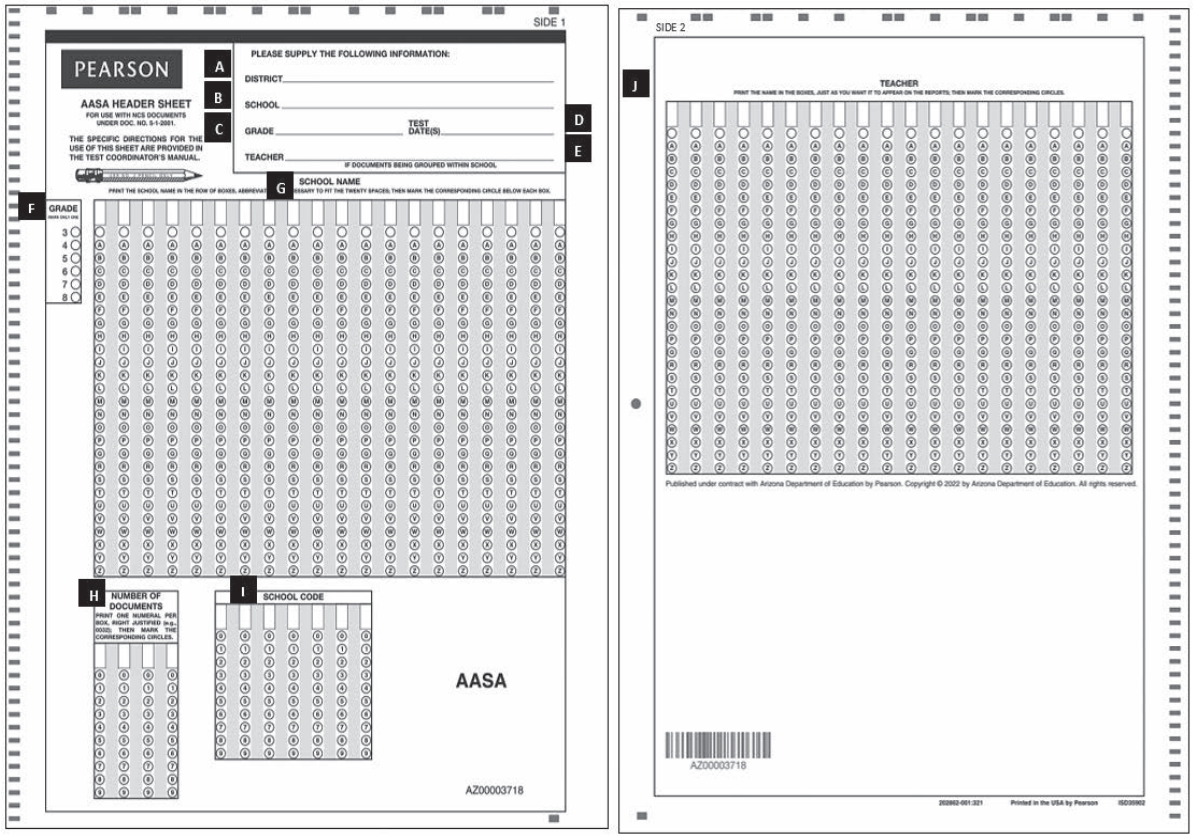
An orange-colored Header Sheet must be completed with a No. 2 pencil for each group of documents. Each paper-bound stack of completed Scorable test booklets must include students from only one grade. Pre-slugged and blank, orange-colored Header Sheets have been provided as part of the Test Coordinator materials. The orange-colored Header Sheets are scannable documents; photocopies are not acceptable for the scoring center's use.

If additional orange-colored Header Sheets are needed, blank, orange-colored Header Sheets may be ordered during the Additional Order Window.

School name and school code (entity ID number) have been completed on the pre-slugged, orange-colored Header Sheets. Review the pre-slugged information. Be certain to confirm school code (entity ID number), as many schools have similar names.

If information on a pre-slugged, orange-colored Header Sheet is incorrect, do not alter it. Instead, fill out all information on a blank, orange-colored Header Sheet.

Orange-Colored Header Sheet – Side 1 and Side 2



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SIDE 1

Section A – DISTRICT
For pre-slugged, orange-colored Header Sheets, this area will be pre-filled.

For blank, orange-colored Header Sheets, this section needs to be completed. Be certain to use the same district name as on a corresponding pre-slugged, orange-colored Header Sheet.

Section B – SCHOOL
For pre-slugged, orange-colored Header Sheets, this area will be pre-filled. For blank, orange-colored Header Sheets, this section needs to be completed.

Section C – GRADE
For both pre-slugged and blank, orange-colored Header Sheets, this section needs to be completed and must match the grade entered in ***Section F.***

Section D – TEST DATE(S)
For both pre-slugged and blank, orange-colored Header Sheets, enter the actual testing date(s) (start and finish) in this section.

Section E – TEACHER
For both pre-slugged and blank, orange-colored Header Sheets, this section needs to be completed and must exactly match the teacher's name as entered on ***SIDE 2.***

Section F – GRADE
For both pre-slugged and blank, orange-colored Header Sheets, the corresponding grade must be bubbled in and must match the grade entered in ***Section C.***

Section G – SCHOOL NAME
For pre-slugged, orange-colored Header Sheets, this area will be pre-filled.

For blank, orange-colored Header Sheets, print the school's name in the row of boxes (the same school's name as in ***Section B***), beginning with the first box on the left, and then mark the corresponding circle below each box. Be certain to use the same school's name as on a corresponding pre-slugged, orange-colored Header Sheet.

Section H – NUMBER OF DOCUMENTS
For both pre-slugged and blank, orange-colored Header Sheets, print the number of documents included in the stack beneath this Header Sheet, and then mark the corresponding circle below each box. Right justify the number of documents, and add leading zeros, as needed. For example, if there are 32 documents in a stack, this section must be filled in as **0032.**

The number entered in this section must **exactly** match the number of Scorable test booklets that are stacked and paper bound with the orange-colored Header Sheet.

Section I – SCHOOL CODE
For pre-slugged, orange-colored Header Sheets, this area will be pre-filled. Refer to the figure *Completed Pre-Slugged, Orange-Colored Header Sheet*.

For blank, orange-colored Header Sheets, print the seven-digit **school code (school entity ID number)** in the row of boxes, and then mark the corresponding circle below each box. If the school code (school entity ID number) is less than seven digits, add leading zeros to the left side of the school code (school entity ID number).

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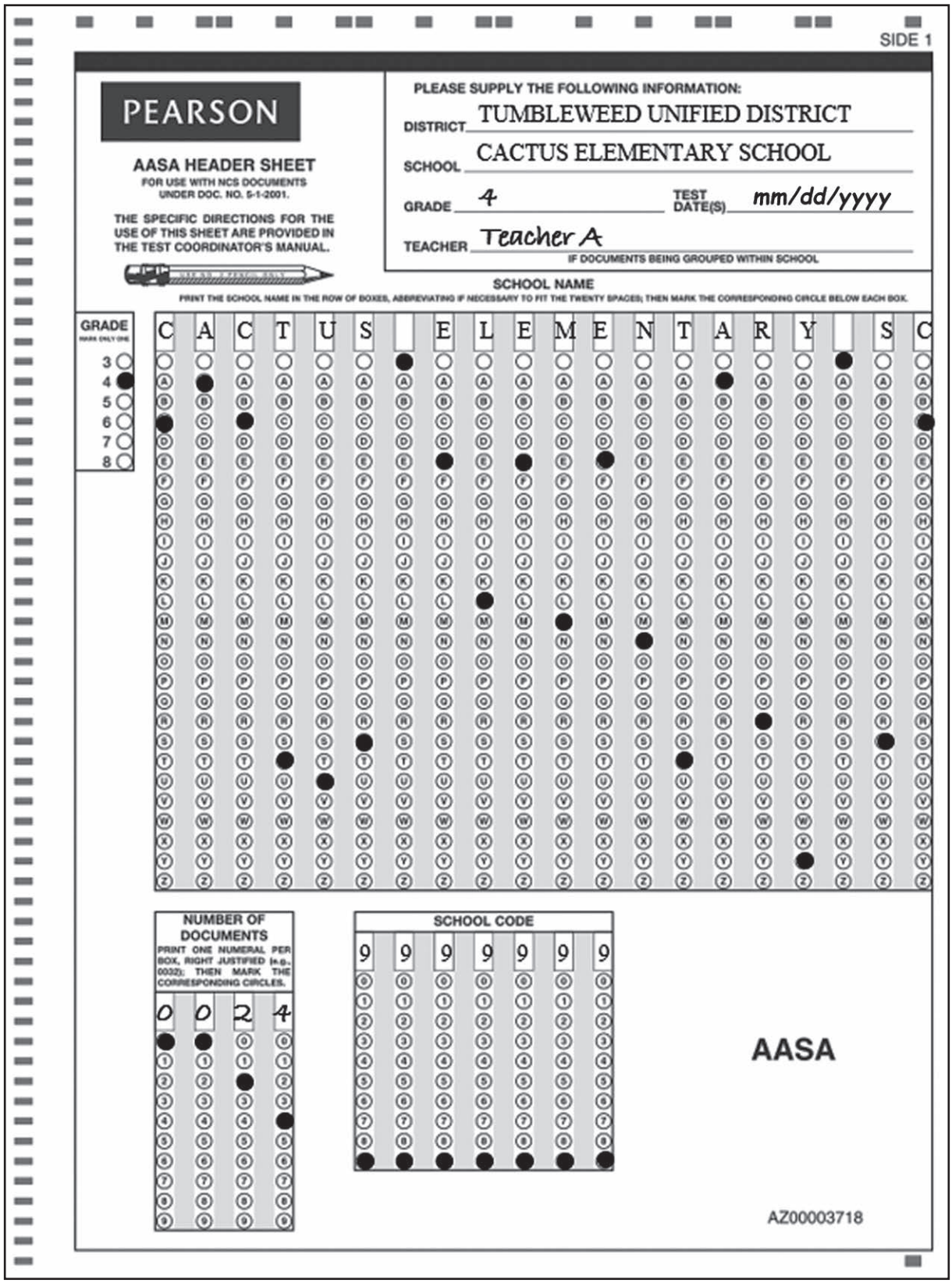
SIDE 1— Completed Pre-Slugged, Orange-Colored Header Sheet



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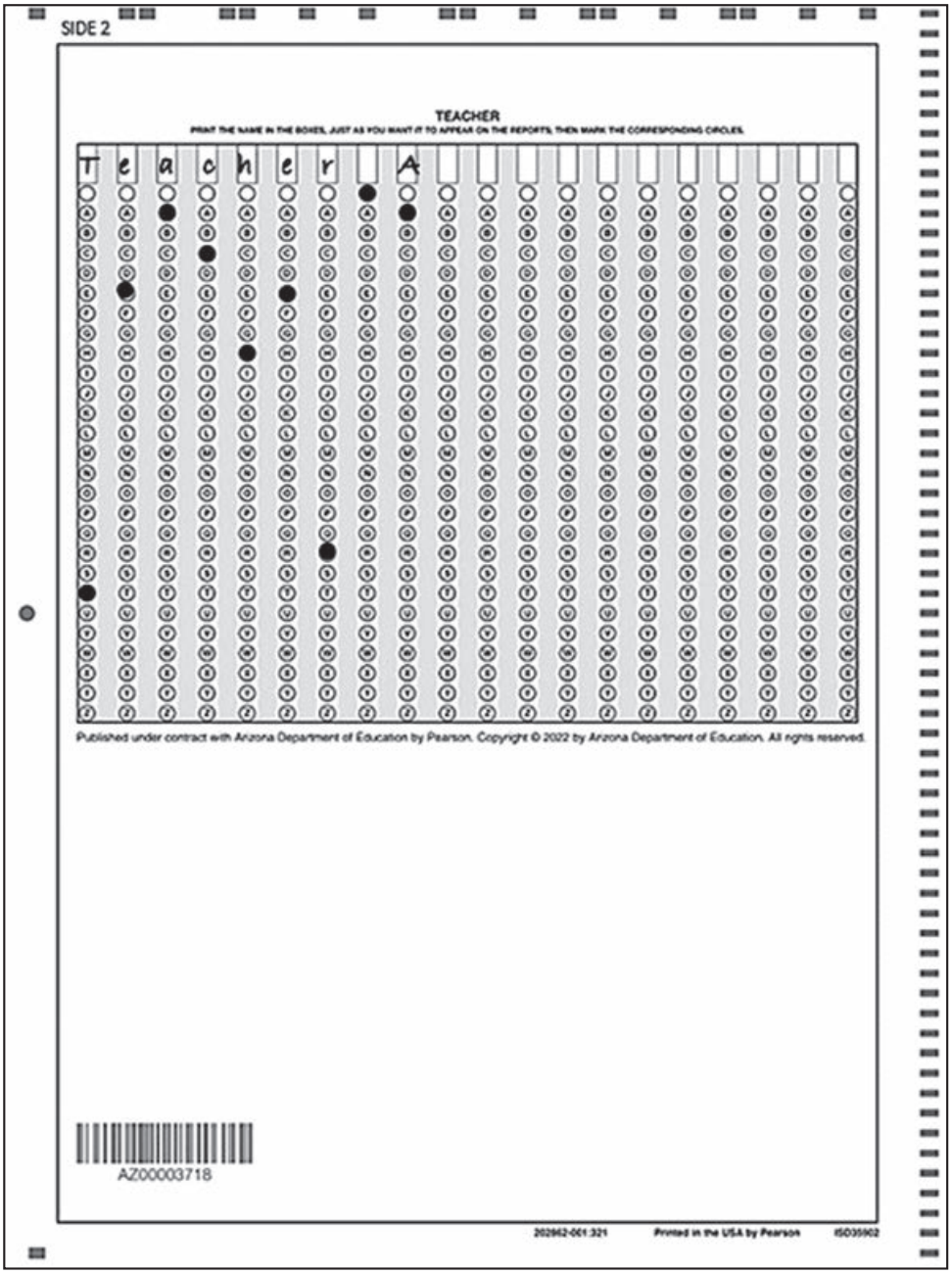
SIDE 2

Section J – TEACHER (**Note:** The teacher name should be the name of the Test Administrator. Completing this section is optional; however, it is recommended that this section be completed as this information may be helpful to identify students by group when scores are reported.)

For both pre-slugged and blank, orange-colored Header Sheets, this section must match the teacher's name **exactly** as entered in ***Section E*** on ***SIDE 1*****.** Print the teacher's name in the row of boxes left justified, and then fill in the corresponding circle below each box. **Note:** Any boxes left blank following the teacher's name do not require the circle below each blank box to be filled in. Refer to the image below.

SIDE 2 - Completed Orange-Colored Header Sheet with Teacher Name



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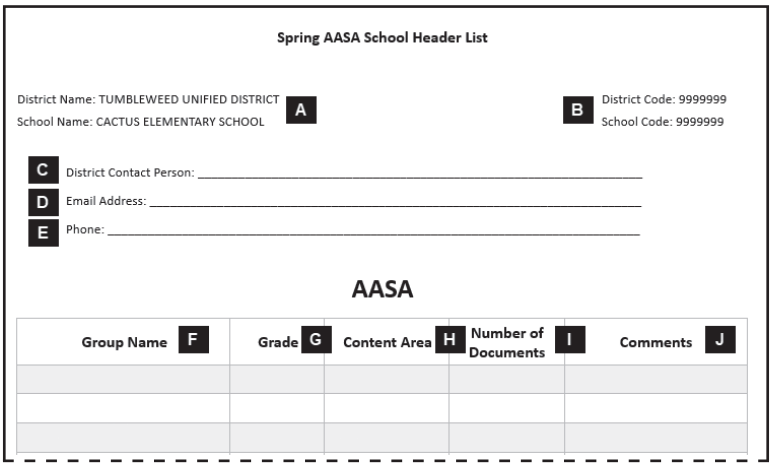
Completing AASA School Header Lists for Paper-Based Testing Scorable Materials

AASA School Header List



Spring AASA School Header List

District Name: TUMBLEWEED UNIFIED DISTRICT A
School Name: CACTUS ELEMENTARY SCHOOL

B District Code: 9999999
School Code: 9999999

C District Contact Person: _____

D Email Address: _____

E Phone: _____

AASA

Group Name F	Grade G	Content Area H	Number of Documents I	Comments J

The School Header List contains information used to verify that the school's entire return shipment of Scorable materials has been received. The School Header Lists will be returned in Box 1 of the school's Scorable materials. Achievement District Test Coordinators and School Test Coordinators should keep photocopies of all completed School Header Lists. The School Header List is specifically for one school. Do not combine multiple schools under one School Header List. If multiple schools are returned in the same box, be sure to include multiple School Header Lists, one for each school. Place the completed School Header List on the top of each school's stack of Scorable materials within the box. This will allow the Scorable Materials Receiving department to sort the materials more efficiently.

Only include one Group Name (teacher's name) with one grade and one content area per row on the School Header List. The Group Name (teacher's name) should exactly match the name that is filled in on the orange-colored Header Sheet. Do not combine grades or content areas in the same row. If a teacher has both Grades 3 and 4 students, then there must be 4 rows completed on the form for the teacher. For Grade 3, one row for Grade 3 ELA and a separate row for Grade 3 Math must be completed. Then for Grade 4, one row for Grade 4 ELA and a separate row for Grade 4 Math must be completed.

Section A – DISTRICT NAME and SCHOOL NAME
District name and school name will be preprinted in this field.

Section B – DISTRICT CODE and SCHOOL CODE
The District Code is the district entity ID number, and the School Code is the school entity ID number. Both will be preprinted in this field.

Section C – DISTRICT CONTACT PERSON
Print the name of the Achievement District Test Coordinator.

Section D – EMAIL ADDRESS
Print the email address of the Achievement District Test Coordinator.

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Section E – PHONE
Print the phone number of the Achievement District Test Coordinator.

Section F – GROUP NAME
Print the group name (teacher name) exactly as it is on the orange-colored Header Sheet. If a large group is bundled as multiple stacks, list the group only once on the School Header List. Only include one Group Name (teacher's name) with one grade and one content area per row on the School Header List.

Section G – GRADE
Print the grade for each group exactly as it is on the orange-colored Header Sheet.

Section H – CONTENT AREA
Print the content area, ELA or Math, for each group of Scorable documents. Include one content area per row on the School Header List.

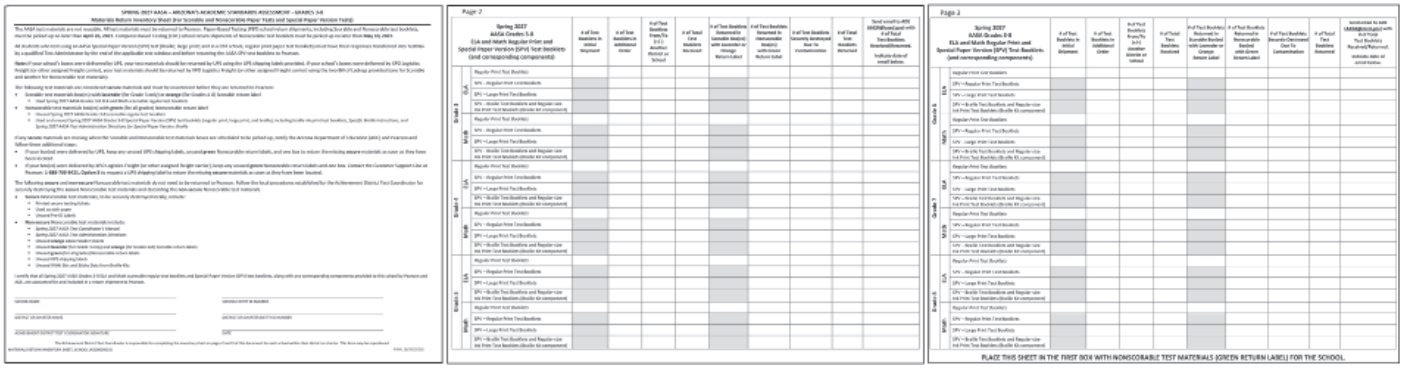
Section I – NUMBER OF DOCUMENTS
Fill in the total number of Scorable documents returned for scoring for each group – one grade and one content area per group. If a large group is bundled as multiple stacks, be sure to total the number of documents from all orange-colored Header Sheets for the group.

Section J – COMMENTS
Use the comments section to indicate when a large group of Scorable documents are bundled as multiple stacks.

Completing AASA Materials Return Inventory Sheets

- Organize the Scorable and Nonscorable test materials by grade and content area. All test materials must be accounted for.
    - Used and unused regular print paper test booklets
    - Used and unused Special Paper Version (SPV) test booklets and any corresponding components, if applicable
- Complete an ***AASA Materials Return Inventory Sheet*** for each school. Refer to the figure below.
    - Send an email to AASA@azed.gov with the number of total test booklets received and returned.

AASA Materials Return Inventory Sheet



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Packaging and Returning Test Materials

The boxes of Nonscorable materials are returned to a different location than the Scorable materials. **Do not include Scorable test booklets with the Nonscorable materials. The Nonscorable test materials will not be scored.**

Paper-Based Testing (PBT) schools with Grade 3 students must return Grade 3 Scorable test materials separately from Grades 4–8 Scorable test materials. To accommodate for this separate return, there are different color-coded return labels for the Grade 3 Scorable test materials and for the Grades 4–8 Scorable test materials. The **lavender** return label must be used to return Grade 3 Scorable test materials and the **orange** return label must be used to return the Grades 4–8 Scorable test materials. The **green** return label must be used to return Nonscorable test materials, including unused test booklets and Special Paper Version (SPV) test booklets.

If there are any missing materials by the time the boxes are scheduled to be picked up, keep at least one Nonscorable UPS shipping label, one **green** Nonscorable return label, and one box so that the missing materials can be returned once they have been located. Notify ADE and Pearson of any missing materials.

Packaging and Returning Scorable Test Materials (boxes with **lavender** return label (for Grade 3 only) or **orange** return label (for Grades 4–8))

- Verify that all test booklets have been collected from schools and Test Administrators. Verify that all test booklets included on the District Packing List, all School Packing Lists, and any Additional Order Packing Lists are accounted for.
- Organize the used and unused student test booklets.
- Separate the Scorable test booklets by school, grade level, and content area. Within each grade and content area, group the Scorable test booklets by teacher. Stack the Scorable test booklets, **front covers facing up,** so that each group includes documents for only one grade, one content area, and by teacher.
- Remove all loose sheets of paper from the Scorable test booklets.
- Transfer student responses from Scorable test booklets contaminated with bodily fluids to a clean test booklet, and securely destroy the contaminated test booklets.
- Complete the ***AASA Materials Return Inventory Sheet.*** Make note of any test booklets that were contaminated and securely destroyed. Indicate any discrepancies with the number of materials received and returned. All materials must be accounted for.
- Keep the stack(s) of Grade 3 Scorable test booklets separate from the stacks of Grades 4–8 Scorable test booklets.
- Complete the orange-colored Header Sheet(s) for each group of Scorable test booklets (one grade, one content area, and by teacher) and place the Header Sheet at the top of each group of Scorable test booklets.
- Add a paper band around each group of Scorable test booklets by one grade, one content area, and by teacher.
- Complete the School Header List(s). If the school has Grade 3 students, return the School Header List(s) at the top of Box 1 of the Grade 3 Scorable test materials. If the school does not have Grade 3 students, then return the School Header List(s) at the top of Box 1 of the Grades 4–8 Scorable test materials.
- Keep the Scorable test booklet stacks separate by grade and content area.

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- Cover or remove the original UPS shipping labels from the boxes saved for returning materials to Pearson.
- Package all Grade 3 Scorable test booklet stacks by content area. The Grades 4–8 Scorable test booklet stacks should be packaged separately by grade and content area. Alternate the orientation of each test booklet stack as they are placed inside of the box. For example, place one test booklet stack with the **front cover facing up** and the next test booklet stack with the **front cover facing down.** Continue alternating the orientation of each additional test booklet stack. Alternating the orientation of each test booklet stack helps balance the thickness created by the spines and supports flatter, more secure packaging during the return shipment.

  Note: Grade 3 Scorable test booklet stacks will be returned separately from the Grades 4–8 Scorable test booklet stacks. Doing this will assist with the sorting and processing during the return of the test materials.

- Fill any empty spaces in the boxes of Scorable test materials with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts."
- Seal and label the boxes. Affix a **lavender** return label to boxes with Grade 3 Scorable test materials only. The **orange** return label should be affixed to boxes with Grades 4–8 Scorable test materials. Verify that each box of Scorable test materials has the corresponding color-coded return label on the top of the box.
- Number the boxes of Scorable test materials. The number sequencing for the Grade 3 Scorable test material boxes (if applicable) should be numbered separately from the Grades 4–8 Scorable test material boxes. For Schools that have Grade 3 students, number the Grade 3 Scorable test material boxes accordingly as **Box 1 of X, Box 2 of X,** etc. Then number the Grades 4–8 Scorable test material boxes accordingly as **Box 1 of X, Box 2 of X,** etc.
- For UPS test materials returns **only**, affix a Scorable UPS shipping label on the top of each box next to the **lavender** return label (for Grade 3 Scorable test material boxes) or **orange** return label (for Grades 4–8 Scorable test material boxes). Do not apply UPS shipping labels to XPO Logistics Freight Priority (or other assigned freight carrier) return boxes.
- Keep a list of the tracking numbers for each box that is being shipped. XPO Logistics Freight Priority (or other assigned freight carrier) returns will have the Scorable and Nonscorable Bill of Ladings to serve as evidence of boxes being shipped.
- Keep Scorable boxes in a secure storage until the scheduled retrieval date.
- Contact UPS or XPO Logistics Freight (or other assigned freight carrier) during the scheduled dates to arrange pick-up for your boxes.

Packaging and Returning Nonscorable Test Materials (boxes with **green** Nonscorable return labels)

- Organize the Nonscorable test materials by document type for each school, including all testing materials that were received in the initial shipment or as an additional order but not used. **Unused** student test booklets must go into the box of Nonscorable materials. Complete an ***AASA Materials Return Inventory Sheet*** for each school.
- Cover or remove the original UPS shipping labels from the boxes saved for returning materials to Pearson.
- Package all Nonscorable materials by school.
- Place the corresponding ***AASA Materials Return Inventory Sheet*** at the top of the school's first box of Nonscorable test materials.

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- Fill any space in the boxes of Nonscorable test materials with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts."
- Seal and label the boxes. Affix a **green** Nonscorable return label on the top of each box of Nonscorable test materials.
- Number the boxes of Nonscorable test materials.
- For UPS test materials returns **only**, affix a Nonscorable UPS shipping label on the top of each box, next to the **green** Nonscorable return label. Do not apply UPS shipping labels to XPO Logistics Freight Priority (or other assigned freight carrier) return boxes.
- For UPS test materials returns **only**, keep a list of the tracking numbers for each box that is being shipped. XPO Logistics Freight Priority (or other assigned freight carrier) returns will have the Scorable and Nonscorable Bill of Ladings to serve as evidence of boxes being shipped.
- Keep the Nonscorable boxes in secure storage until the scheduled retrieval date.
- Contact UPS or XPO Logistics Freight (or other assigned freight carrier) during the scheduled dates to arrange pick-up for your boxes.

Packaging and Returning Nonscorable Special Paper Version test booklets and Braille Kit components (boxes with **green** Nonscorable return labels)

- Verify that all student responses from Special Paper Version (SPV) test booklets have been transferred into TestNav by a Test Administrator who has been trained and who has signed a test security agreement and that all SPV test booklets have been collected from Test Administrators.
- Organize the used student test booklets.
- Complete the ***AASA Materials Return Inventory Sheet.*** Indicate any discrepancies with the number of materials received and returned. All materials must be accounted for.
- Securely destroy any SPV test booklets that become contaminated with bodily fluids, only after ensuring that all of the student's responses have been transferred into TestNav. Make note on the ***AASA Materials Return Inventory Sheet*** to explain that the test booklet was contaminated and securely destroyed.
- Cover or remove the original UPS shipping labels from the boxes saved for returning materials to Pearson.
- Place the SPV test materials in the box that materials were originally shipped in. Place the completed ***AASA Materials Return Inventory Sheet*** at the top of the school's first box of Nonscorable materials.
- Fill any empty spaces in the boxes of Nonscorable test materials with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts."
- Seal and label the boxes. Affix a **green** Nonscorable return label on the top of each box of Nonscorable test materials.
- Number the boxes of Nonscorable test materials.
- Affix a Nonscorable UPS shipping label on the top of each box next to the **green** Nonscorable return label.
- Keep a list of the tracking numbers for each box that is being shipped.
- Keep the Nonscorable boxes in secure storage until the scheduled retrieval date.
- Contact UPS during the scheduled dates to arrange pick-up for your boxes.

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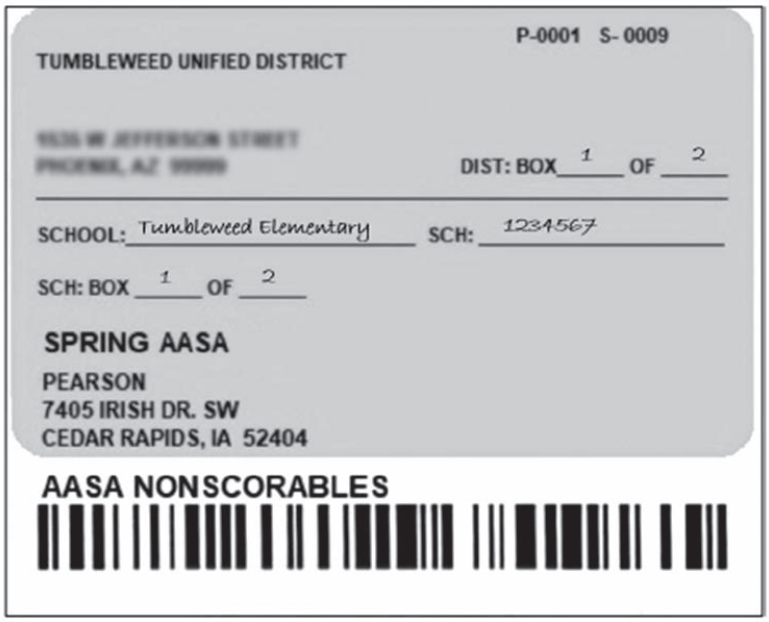
- Affix a **green** Nonscorable return label on the top of each box of Nonscorable test materials. Be certain the label is coded with the correct district. Refer to the figure below. **Note:** Boxes with the **green** Nonscorable return label and the UPS Nonscorable shipping label are returned to a different address than the boxes of Scorable test materials.

AASA Green Nonscorable Return Label



Number the Nonscorable boxes for the district or charter by marking each box of Nonscorable materials accordingly as **BOX 1 of X, BOX 2 of X,** etc., in the **DIST: BOX ____ of ____** section of the Nonscorable return label. The **SCHOOL, SCH#,** and **SCH: BOX ____ of ____** section may be left blank.
Enter the school name and school code (entity ID number). If more than one school is included in the box, you may write the additional school(s) on the label. Only use one label per box. Make a note of the **green** Nonscorable return label and UPS Nonscorable tracking number for reference.

Box with Green Nonscorable Return Label



UPS Shipping Label



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Materials Retrieval

The AASA materials will be returned by UPS or XPO Logistics Freight Priority (or other assigned freight carrier). If you received your boxes by UPS, you will return them by UPS using the UPS shipping labels provided. If you received your boxes by XPO Logistics Freight (or other assigned freight carrier), you will return them by XPO Logistics Freight (or other assigned freight carrier) using the two Bill of Ladings provided.

For UPS returns, you must keep a log of all Scorable and Nonscorable tracking numbers with the date(s) the boxes were picked up by UPS. For XPO Logistics Freight (or other assigned freight carrier) returns, make sure to keep a log of the date(s) the boxes were picked up and a copy of the Scorable and Nonscorable Bill of Ladings as these will serve as evidence of the boxes being returned.

Arrangements must be made by the Achievement District Test Coordinator to have all AASA boxes picked up by the dates listed in the figure *Materials Retrieval Critical Dates*. Boxes that are not picked up by the last day of test materials pick-up based on the materials retrieval schedule must be expedited and shipped **overnight** at the cost of the district or charter.

For Paper-Based Testing Schools: If return shipment of materials, including Scorable paper test booklets, Special Paper Version (SPV) test booklets, and Nonscorable testing materials, including the unused student test booklets, is not picked up by UPS by **April 26, 2027,** contact ADE at AASA@azed.gov.

For Computer-Based Testing Schools: If return shipment of SPV test materials is not picked up by UPS by **May 10, 2027,** contact ADE at AASA@azed.gov.

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Paper-Based Testing Schools (including Special Paper Version tests) – Materials Retrieval Critical Dates

Paper-Based Testing Schools (including Special Paper Version tests)		
Spring 2027 AASA	**Contact Carrier to Request Pick-up**	**Pick-up Dates**
UPS	**First day to request pick-up: April 16, 2027**	**First day to be picked-up: April 19, 2027**
	Last day to request pick-up: April 22, 2027	**Last day to be picked-up: April 26, 2027**
XPO Logistics Freight (or other assigned freight carrier)	**First day to request pick-up: April 16, 2027**	**First day to be picked-up: April 19, 2027**
	Last day to request pick-up: April 22, 2027	**Last day to be picked-up: April 26, 2027**

Computer-Based Testing Schools (including Special Paper Version tests) – Materials Retrieval Critical Dates

Computer-Based Testing Schools (including Special Paper Version tests)		
Spring 2027 AASA	**Contact Carrier to Request Pick-up**	**Pick-up Dates**
UPS	**First day to request pick-up: April 16, 2027**	**First day to be picked-up: April 19, 2027**
	Last day to request pick-up: May 6, 2027	**Last day to be picked-up: May 10, 2027**
XPO Logistics Freight (or other assigned freight carrier)	**First day to request pick-up: April 16, 2027**	**First day to be picked-up: April 19, 2027**
	Last day to request pick-up: May 6, 2027	**Last day to be picked-up: May 10, 2027**

Contact UPS or XPO Logistics Freight Priority (or other assigned freight carrier) to schedule a pickup of Scorable and Nonscorable materials **24-48 hours** in advance. (Districts and charters in remote areas must allow additional time.)

For locations using UPS Shipping Service

If you received your boxes by UPS, you will return them by UPS using the UPS shipping labels provided. Contact UPS at the phone number **1-800-823-7459** to arrange for the pickup of your boxes. The UPS phone number is the same for both Scorable and Nonscorable materials.

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UPS Shipping Label for Scorable Materials



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UPS Shipping Label for Nonscorable Materials



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Follow the instructions below to return your AASA Scorable and Nonscorable test materials by UPS. Keep the Scorable boxes separate from the Nonscorable boxes. When contacting UPS, follow the instructions below:

- Contact the UPS office at the phone number **1-800-823-7459.**
- Inform the representative that you have a shipment going to Pearson with a Pre-Paid UPS shipping label. **Note:** Scorable boxes will be returned via UPS 2nd Day service. The Nonscorable test materials will be returned via UPS Ground service.
- Inform the representative of the number of Scorable boxes and 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 Scorable boxes to ensure the following:

- A **lavender** (Grade 3 only) or **orange** (Grades 4–8) Scorable return label has been completed and affixed to the top of each box containing AASA Scorable materials.
- A **UPS Scorable** shipping label has been affixed to each box of AASA Scorable materials.
- **Keep a list of the tracking numbers for each box that is being shipped. The bottom portion of the shipping label is meant to be kept because it includes the tracking number. Keep this portion of the shipping label (refer to image below) for future reference.**
- Verify the original shipping labels are removed or covered.
- Verify the total number of boxes with the **lavender** (Grade 3 only) and **orange** (Grades 4–8) Scorable return labels. Have this number ready for the driver.

Bottom Portion of UPS Shipping Label with Tracking Number



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Lavender (Grade 3 only) or Orange (Grades 4–8) Scorable Return Label and UPS Scorable Shipping Label Affixed to Box



Before the UPS driver arrives, check the Nonscorable 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 has been affixed to each box of AASA Nonscorable materials.
- **Keep a list of the tracking numbers for each box that is being shipped. The bottom portion of the shipping label is meant to be kept because it includes the tracking number. Keep this portion of the shipping label for future reference.**
- 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 Nonscorable Shipping Label Affixed to Box



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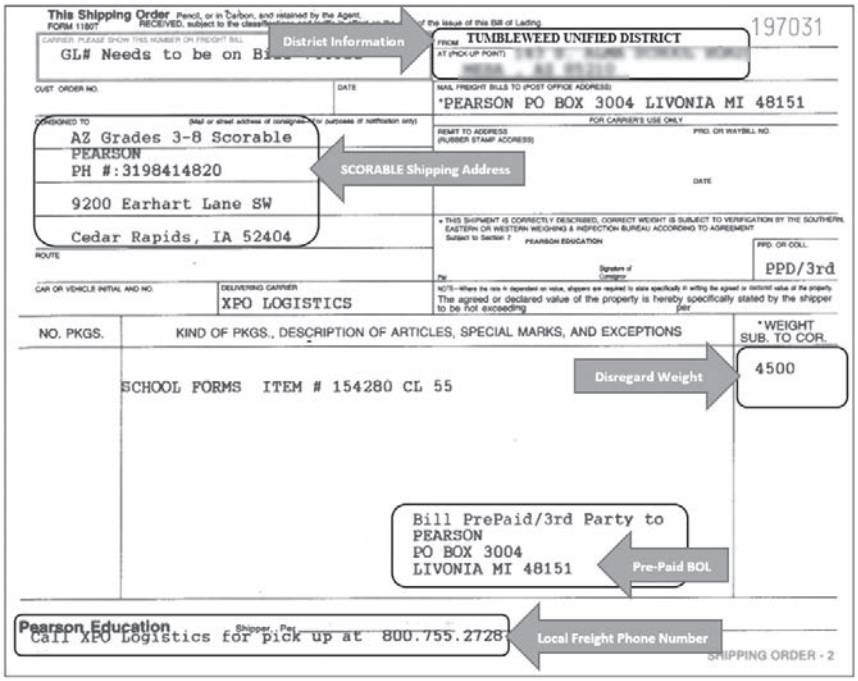
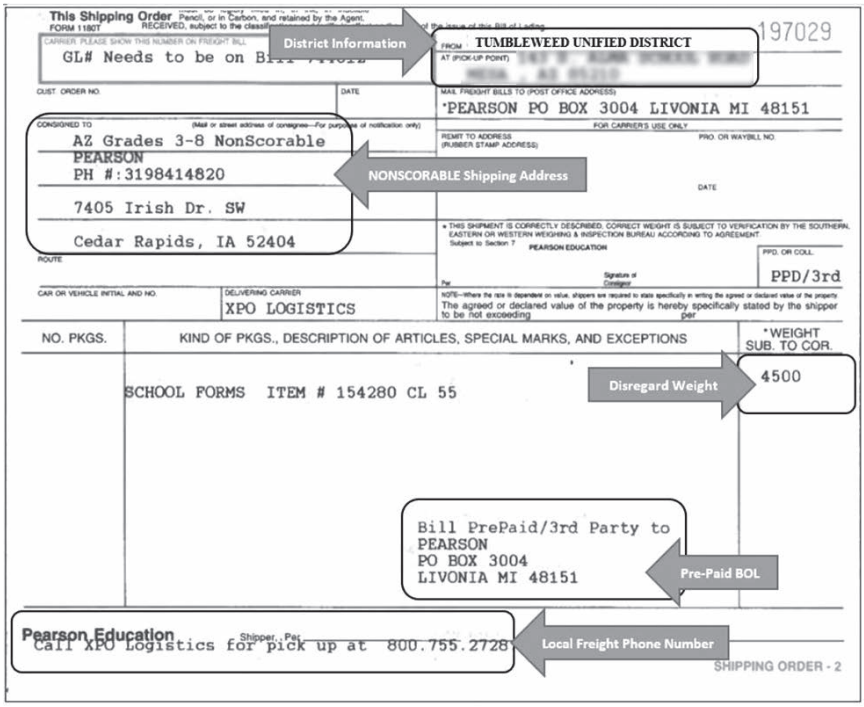
For locations using XPO Logistics Freight (or other assigned freight carrier) Priority Service

If you received your boxes by XPO Logistics Freight (or other assigned freight carrier), then you will return them by XPO Logistics Freight (or other assigned freight carrier) using the two Bill of Ladings provided.
Contact XPO Logistics Freight Priority (or other assigned freight carrier) at the phone number **1-800-755-2728** to arrange for the pickup of your boxes. The phone number for XPO Logistics Freight (or other assigned freight carrier) is the same for both Scorable and Nonscorable materials.

Freight Priority Bill of Lading for Scorable Materials



Freight Priority Bill of Lading for Nonscorable Materials



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Below you will find the instructions for returning all AASA Scorable and Nonscorable test materials by XPO Logistics Freight (or other assigned freight carrier). Keep the Scorable boxes separate from the Nonscorable boxes. When contacting the XPO Logistics Freight (or other assigned freight carrier) office, follow the instructions below:

Contact the XPO Logistics Freight (or other assigned freight carrier) office at the phone number **1-800-755-2728.** The XPO Logistics Freight (or other assigned freight carrier) phone numbers for Scorable and Nonscorable materials are the same.

- Inform the XPO Logistics Freight (or other assigned freight carrier) representative that service will be Priority.
- Inform the representative that you have one Pre-Paid Bill of Lading for Scorable materials and another Pre-Paid Bill of Lading for Nonscorable materials.
- Inform the representative of the number of Scorable boxes and the number of Nonscorable boxes that are to be picked up.
- If available, inform the representative of the number of pallets.
- Inform the representative if a lift gate is required.
- Inform the representative of the physical address where the boxes will be picked up.
- Finally, inform the XPO Logistics Freight (or other assigned freight carrier) representative of your business hours.

Before the XPO Logistics Freight (or other assigned freight carrier) driver arrives, check the Scorable boxes to ensure the following:

- A **lavender** (for Grade 3 only) or **orange** (for Grades 4–8) return label has been completed and affixed to the top of each box containing Scorable materials. Scorable and Nonscorable return labels are **different** and are delivered to different addresses.
- One **XPO Logistics Freight (or other assigned freight carrier) Scorable Bill of Lading** is ready to provide to the driver for all Scorable boxes.
- Verify the total number of boxes with the **lavender** (for Grade 3 only) and the **orange** (for Grades 4–8) Scorable return labels. Have this number ready for the driver.

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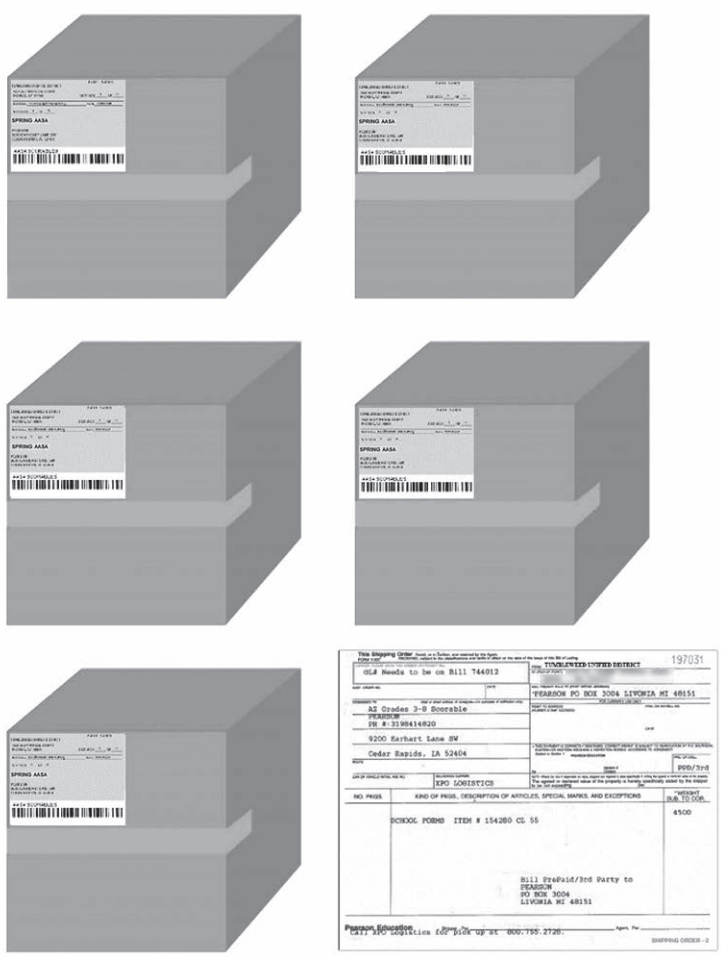
One XPO Logistics Freight Priority (or other assigned freight carrier)
Scorable Bill of Lading for ALL Scorable Boxes



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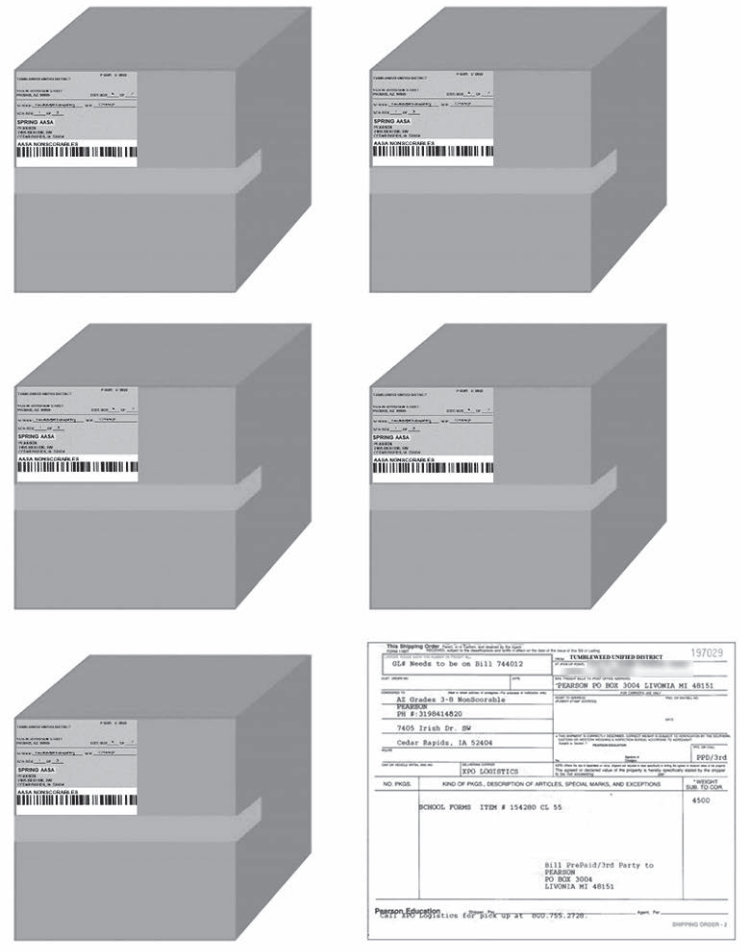
Before the XPO Logistics Freight (or other assigned freight carrier) driver arrives, check the Nonscorable boxes to ensure the following:

- A **green** Nonscorable return label has been completed and affixed to the top of each box containing Nonscorable materials. Scorable and Nonscorable return labels are color-coded differently and delivered to different addresses.
- One **XPO Logistics Freight (or other assigned freight carrier) Nonscorable Bill of Lading** for all Nonscorable boxes that is ready to provide to the driver.
- Verify the total number of boxes with the **green** Nonscorable return labels. Have this number ready for the driver.

One XPO Logistics Freight Priority (or other assigned freight carrier) Nonscorable Bill of Lading for ALL Nonscorable Boxes



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UPS Materials Packaging Diagrams

UPS Scorable Materials Packaging Diagram

Spring AASA Scorable Materials

School Header Lists – If school has Grade 3 students, return in Box 1 with Grade 3 Scorable test materials. If not, return in Box 1 with Grades 4–8 Scorable test materials.

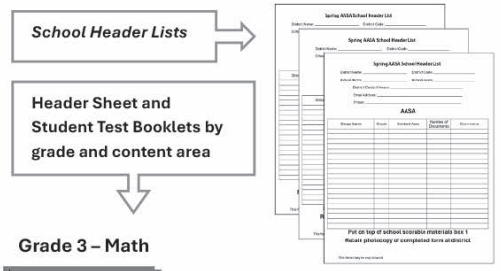
All USED Student Test Booklets – Grade 3 student test booklets should be boxed separately from Grades 4–8 student test booklets.

DO NOT mix Scorable and Nonscorable materials in the same box.

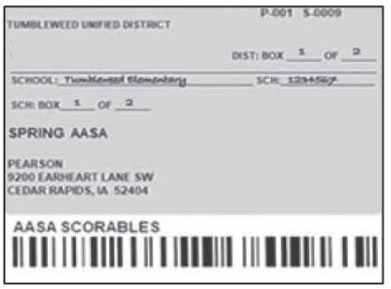
A Header Sheet must be included with each group (one grade and one content area in each group).

Scorable materials for multiple schools may be combined for shipping. Include one School Header List for each school. Place the completed School Header List on the top of each school's stack of materials within the box.

Grade 3 Scorable test materials (if applicable) should be returned separate from Grades 4–8 Scorable test materials.
For Grade 3 Scorable test materials (if applicable), use lavender return label.
For Grades 4–8 Scorable test materials, use orange return label.



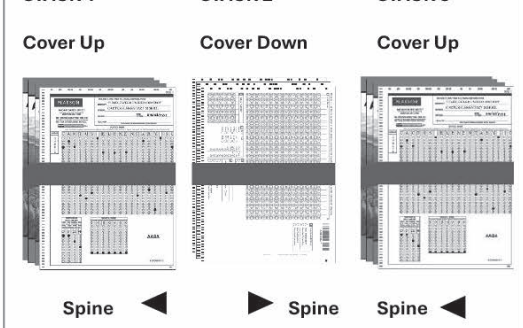
For each school, separate Scorable test materials by grade and content area. Within each grade and content area, group by teacher.

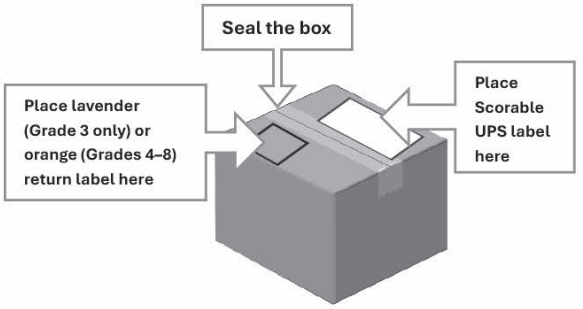


Start with District Box 1 of X

- **For Grade 3, the X is the total number of Grade 3 SCORABLE boxes.**
- **For Grades 4–8, the X is the total number of Grades 4–8 SCORABLE boxes.**

Alternate stack orientation to balance test booklet spines and help materials lie flatter in the shipping box.





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UPS Nonscorable Materials Packaging Diagram

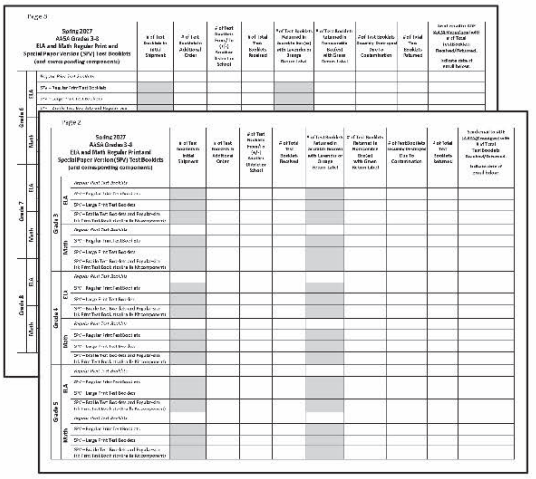
Spring AASA Nonscorable Materials

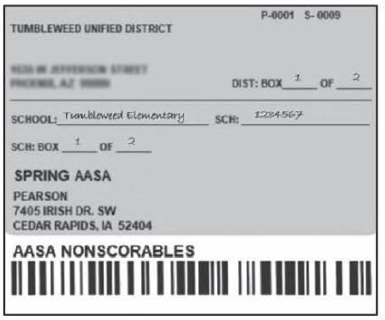
A **Materials Return Inventory Sheet** must include documentation of all used and unused regular and Special Paper Version (SPV) test booklets by grade and content area.

Include the completed **Materials Return Inventory Sheet** at the top of the first Nonscorable materials box.

The Nonscorable materials box must include all unused regular test booklets, all used SPV test booklets, and all unused SPV test booklets.

Nonscorable materials for multiple schools may be combined for shipping.

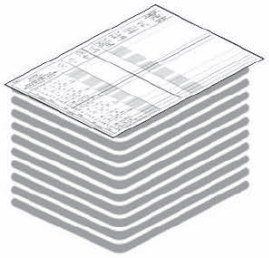




Start with District Box 1 of X

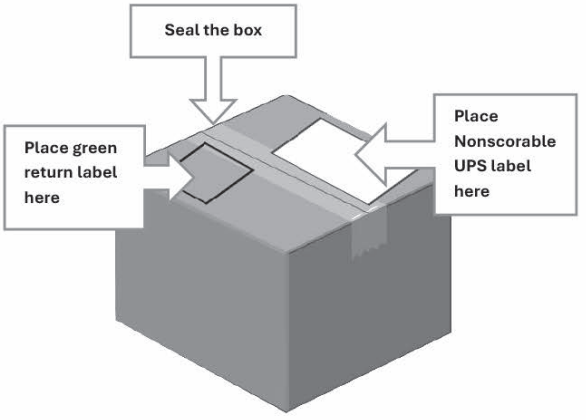
X = Total number of NONSCORABLE boxes

Do not mix Scorable and Nonscorable materials in the same box.



Alternate the orientation of each test booklet stack as they are placed inside of the box.
For example, place one test booklet stack with the **front cover facing up** and the next test booklet stack with the **front cover facing down.**
Continue alternating the orientation of each additional test booklet stack.





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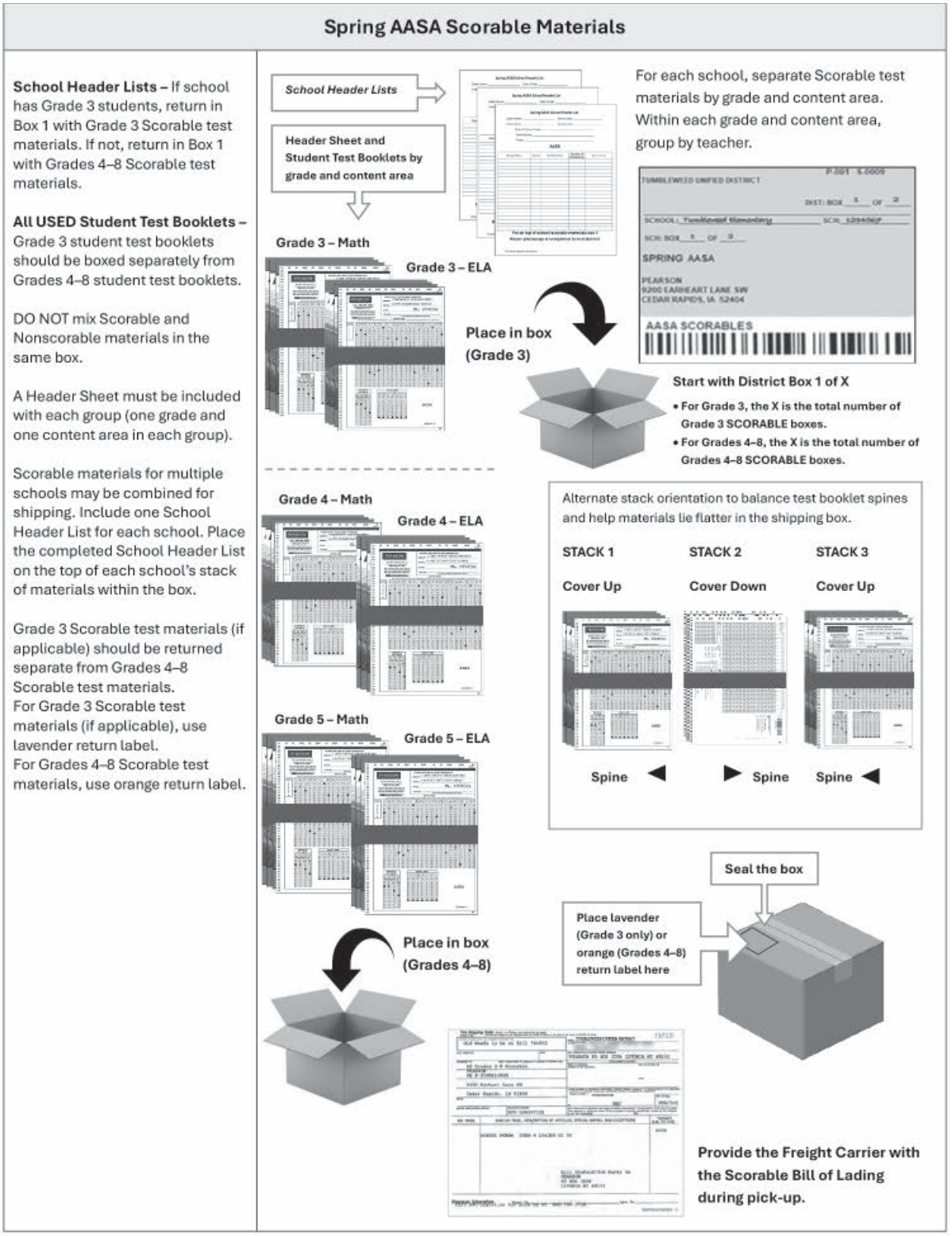
XPO Logistics Freight (or other assigned freight carrier) Bill of Lading—Materials Return Packaging Diagrams

XPO Logistics Freight (or other assigned freight carrier) Bill of Lading — Scorable Materials Packaging Diagram



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XPO Logistics Freight (or other assigned freight carrier) Bill of Lading — Nonscorable Materials Packaging Diagram

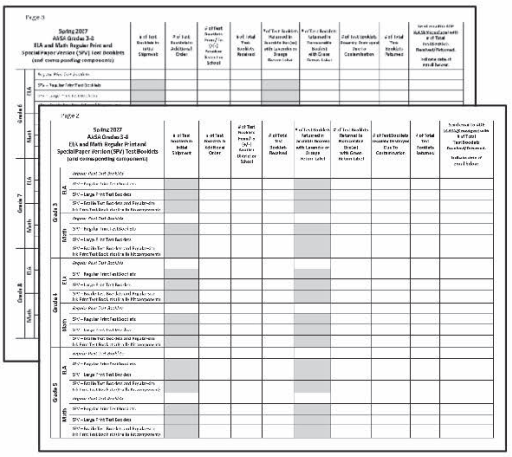
Spring AASA Nonscorable Materials

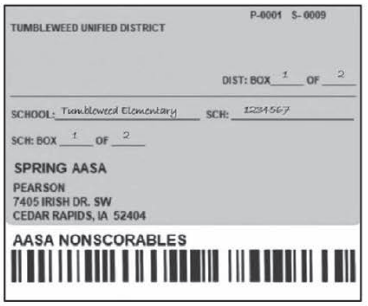
A **Materials Return Inventory Sheet** must include documentation of all used and unused regular and Special Paper Version (SPV) test booklets by grade and content area.

Include the completed **Materials Return Inventory Sheet** at the top of the first Nonscorable materials box.

The Nonscorable box must include all unused regular test booklets, all used SPV test booklets, and all unused SPV test booklets.

Nonscorable materials for multiple schools may be combined for shipping.

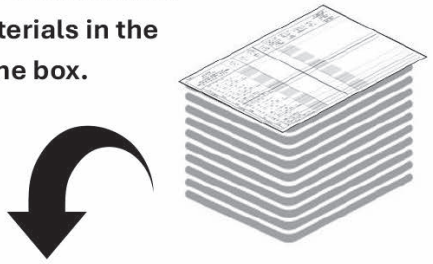




Start with District Box 1 of X

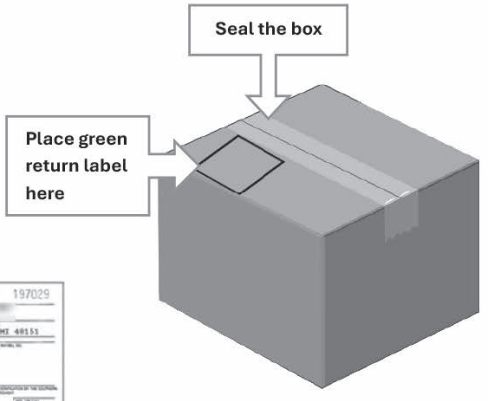
X = Total number of NONSCORABLE boxes

Do not mix Scorable and Nonscorable materials in the same box.



Alternate the orientation of each test booklet stack as they are placed inside of the box.
For example, place one test booklet stack with the **front cover facing up** and the next test booklet stack with the **front cover facing down.**
Continue alternating the orientation of each additional test booklet stack.







Provide the Freight Carrier with the Nonscorable Bill of Lading during pick-up.

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Contact Information

Contact the Pearson Customer Support Line with questions regarding any of the PearsonAccess^{next} tasks, technical issues, issues receiving or returning test 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.

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