



Spring 2020 AIMS Science

District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Spring 2020 AIMS Science online and Special Paper Version test administration.


Resources available for completing all tasks are posted on PearsonAccess^{next} <https://az.pearsonaccessnext.com>

- PearsonAccess^{next} User's Guide
- PearsonAccess^{next} Quick Guides
- TestNav Online User Guide
- Test Coordinator's Manual (TCM)
- Test Administration Directions (TAD)
- Contact Information - ADE Email: AIMSScience@azed.gov
- Email: Visit PearsonAccess^{next} at <https://az.pearsonaccessnext.com> and click on the "Contact Arizona Support"
- ADE Website - District Test Coordinator's web page: www.azed.gov/assessment/dtc

Before Test Administration		
Done	Task 1 – Technology Ready	Dates
	Download the TestNav application on all devices to be used by students for the Spring 2020 AIMS Science testing. Gather installation files from http://download.testnav.com/	Ongoing
	<p>Pearson Technology Office Hours: Pearson Technology Office Hours is available to help with set up and configuration questions for online testing using TestNav, Proctor Cache, and PearsonAccess^{next}. This resource is available for District or School Technology personnel responsible for setting up the testing devices for online testing.</p> <p>To schedule a Pearson Technology Office Hours session, go to the PearsonAccess^{next} landing page. Under Related Links, click on the Schedule a Pearson Technology Office Hours Session link.</p> <ul style="list-style-type: none"> • Districts will be able to schedule a 15 min., 30 min., or 60 min. session with Pearson's Field Engineering Services to answer any questions concerning TestNav technology. 	1/6/20 – 2/7/20

Done	Task 2 – Verify Contact Information and Shipping Address	Dates
	<p>Review and verify contact information and shipping address in PearsonAccess^{next} (PAN). If contact information is incorrect, contact AIMSScience@azed.gov.</p> <p>Note: If you have multiple districts, you must verify each district separately.</p>	12/11/19 – 2/26/20

Verify Contact Information:

- Login to **PAN**. Under **SETUP**, select **Organizations**.
- Under **Filters**, select district name as the **Parent Organization**.
- Select **Search**. The district name will populate under **Organization Name**.
- At the organization's name, select the blue information icon .
- Select the **Contacts** tab and click on **AIMS Science District Test Coordinator** to view contact information.

Done	Task 3 – Create User Accounts in PearsonAccess ^{next}	Dates
	<p>District Test Coordinators and/or School Test Coordinators may create user accounts for School Test Coordinators, School Test Administrators, and/or Technology Coordinators in PearsonAccess^{next}.</p> <p>User accounts can be added manually or through an Import File.</p> <p>Note: <i>Users currently in PAN for AZELLA must also create an account for Arizona Science.</i></p>	Ongoing

NOTE: Only NEW users will receive an email notification to set up their new account in PearsonAccess^{next}. All others will just gain access to the Arizona Science test administration once the account is created for Arizona Science.

Create Arizona Science User Accounts Manually:

- Login to **PAN**. Under **SETUP**, select **Users**.
- Go to **Start**, select **Create/Edit Users**.
- Complete all required fields and select **Create** and **Exit Tasks**.

Create AIMS User Accounts Using a User Import File:

- Directions provided in the *Spring 2020 AIMS Science PearsonAccess^{next} User's Guide*.

Done	Task 4 – Review Students in PearsonAccess ^{next}	Dates
	<p>The last day to revise enrollments in ADE's AzEDS is February 19, 2020. ADE will extract all student information from AzEDS for the following students.</p> <ul style="list-style-type: none"> • All students enrolled in Grade 4 and Grade 8 • All Students in Cohort 2022 who did not test in Spring 2019 • Students in Cohort 2023 that are enrolled in a course identified for AIMS Science 	2/19/20
	<p>Log into PearsonAccess^{next} to view students associated with your district/schools from the ADE upload of students.</p> <p>Note: <i>BIE or private school students will not be loaded into PearsonAccess^{next}.</i></p>	2/24/20

Reviewing Students in PAN:

- Login to **PAN**.
- Under **SETUP**, select **Import/Export Data**.
- Go to **Start**, select **Import/Export Data**.
- Under the **Type** dropdown, select **Student Registration Export** and click **Process**.
- Under the **View File Details** tab, after a few minutes of processing, the file will be ready.
- Click on **Download File**.
- The **Student Registration Export** file will contain the students who are registered to take the AIMS Science test.

Done	Task 5 – Creating New Students	Dates
	<p>Students that are not included in the Student Registration Information (SRI) file will need to be added in PearsonAccess^{next}.</p> <p>Students created manually must be registered and assigned a test.</p> <p>Students can be added manually or through an Import File.</p> <p>Students uploaded will automatically be registered and assigned a test.</p>	<p>2/25/20 – Prior to testing</p>

Manually Creating Students in PAN:

Step 1 – Create

- Login to **PAN**. Under **SETUP**, select **Students**.
- Go to **Start**, select **Create/Edit Students**.
- Complete all required fields and select **Create**.

Step 2 – Register

- Select the **Register Students** tab. Under **Students**, select student name.
- Under **Details**, place a check next to **Registered** to activate the form.
- Complete form with the student’s Grade or Cohort. Select **Save**.

Step 3 – Test Assignment

- Select the **Manage Student Tests** tab.
- Under the **TEST DETAILS** section, select the student’s name from the dropdown.
- Under **Organization**, select the student’s school.
- Under **Test**, select the correct test.
- Select the test **Type**. Select **Create**.

Creating Students in PAN using a Student Registration Import (SRI) File:

- Follow the directions to Review Student Demographic Information in PAN using the Student Registration Export as stated in the *Spring 2020 AIMS Science PearsonAccess^{next} User’s Guide*.
- To download the Student Registration Export or to download the blank Student Registration File Layout/Template, go to the **Support** or **Links** sections on the PAN AIMS Science home page.
- Fill in the Student Registration Import file according to the Data File Layout.
- Save the file as a **.csv** file.
- To import the file, login to PAN. Under **SETUP**, select **Import/Export Data**.
- From the **Start** drop-down, select **All Tasks**.
- From the **Type*** drop-down, select **Student Registration Import**.
- Select **Choose File** and select the Student Registration Import file created earlier.
- Select **Process**.
- Refer to directions provided in the *Spring 2020 AIMS Science PearsonAccess^{next} User’s Guide*.

Creating Testing Groups in PAN (Optional):

AIMS Science District Test Coordinators, School Test Coordinators, or Test Administrators wanting to group students by classroom or testing days, may do so by using the **Testing Groups** function.

- Login to **PAN**. Under **SETUP**, select **Testing Groups**.
- Go to **Start**, select **All Tasks**.
- Select the **Organization**, fill-in the **Name** and, if desired, type a **Description**. Select **Create**. Repeat this process until all groups are created.
- Select the **Add/Remove Student Tests in Testing Groups** tab.
- Select the **Testing Group** from the **TESTING GROUPS** list.
- To find the desired student, select the **Find by name or ID within the Organization** field to activate the drop-down. Scroll through the list or type in the student name or the student's SSID to find the student.
- Select the student name to add to the **Testing Group**. Repeat this until all students have been selected.
- Once the students are selected, they will populate below the **Find by** filter.
- Check the box for each student, select **Save**. Repeat this process for each Testing Group created.
- When all Testing Groups are created and populated, select **Exit Tasks**.
- Refer to directions provided in the *Spring 2020 AIMS Science PearsonAccess^{next} User's Guide*.

Submitting Work Requests in PAN:

NOTE: When attempting to create a new student or add a transferred student in PAN and the student is already associated with another school or district, the District Test Coordinator (DTC) needs to submit a Work Request in PAN. This will request for the student to be transferred from one school/district to another school/district. If the work request has not been processed within 3-4 days, contact the ADE at AIMSScience@azed.gov.

- Login to PAN. From **SETUP**, select **Work Requests**.
- From the **Start** drop-down, select **All Tasks**.
- Select the **Request/Delete Enrollment Transfer** tab.
- Complete the information on the **New Enrollment Transfer** and select **Search**.
- Below the **Change Enrollment To*** field, enter the organization where the student needs to be transferred to.
- Select **Send Request**.
- After request has been sent successfully, select **Exit Tasks**.
- To confirm or view requests pending approval, use the filter status **Waiting for Approval**.
- The DTC from the releasing school district will receive an email notifying them of the work request.
- From the **Start** drop-down, select **Approve/Reject Enrollment Transfer**.
- Select one **Enrollment Transfer** request at a time. Select the **Approve**.
- If rejected, enter a reason in the **Reject Enrollment Transfer Reason** field, then select **Reject**.
- The DTC who submitted the original work request will receive an email indicating that the transfer request was approved or rejected.
- Refer to directions provided in the *Spring 2020 AIMS Science PearsonAccess^{next} User's Guide*.

Done	Task 6 – Special Paper Version Tests	Dates
	<p>New Process for Special Paper Version (SPV) Test Requests</p> <p>All SPV test requests must be approved by ADE using the following steps:</p> <p>Step 1: Complete a request for a Special Paper Version Test for each student using the secure ADE online form. On this form, you must submit pages of the student's official IEP or 504 plan that indicate the need for a special paper version of the test. The document you submit must include:</p> <ol style="list-style-type: none"> the date of the document and the student's First and Last Name and SSID. the section that indicates the student's testing accommodations. the section with classroom accommodations that are used routinely during instruction throughout the year in lieu of computer instruction. The instructional accommodations MUST align with the testing accommodations. <p>Requests may be submitted November 1 – February 28 through the following link:</p> <p style="text-align: center;">http://www.azed.gov/assessment/spv/</p> <ul style="list-style-type: none"> Special Paper Version test accommodations available for AIMS Science include Braille, Large Print, and Regular Print Special Paper Version tests. SPV tests may not be available for requests submitted after February 28. Contact AIMSScience@azed.gov if a student has an injury or illness after February 28 that necessitates a paper test. <p>Step 2: After receiving approval from ADE, log into PearsonAccess^{next} and indicate the Special Paper Version accommodation in the student's profile. Students with SPV tests must be moved to an SPV test session.</p> <p>Note: Only the District Test Coordinator can create test sessions. SPV test sessions can be created beginning on February 25, 2020.</p> <p>Step 3: Place the SPV order during the Additional Order window (See Task 7).</p>	<p>11/1/19 – 4/09/20</p>

Assigning an SPV test to Student(s) in PAN:

Step 1 – Create an SPV Test Session

- Login to **PAN**. Under **TESTING**, select **Sessions**.
- Go to **Start**, select **All Tasks**.
- Under the **Create/Edit Sessions** tab, select **Create Session**.
- Select **Session Name**. Create one of the following test session names in all CAPS.
 - **AIMS SCIENCE GRADE 4 SPV**
 - **AIMS SCIENCE GRADE 8 SPV**
 - **AIMS SCIENCE HIGH SCHOOL SPV**
- At **Organization** drop-down menu, select the school name.
- Select **Test Assigned**. Select the appropriate grade and test to be assigned to the test session.

- Enter **Scheduled Start Date** (no earlier than the first day of testing).
- At **Form Group Type**, select **SPV Form**.
- Select **Create**. Select **Exit Tasks**.

Step 2 – Identify Students for SPV Accommodations

- Go to **SETUP**, select **Students**.
- Search for student by entering their **SSID** number or go to **Search**, select **Show All Results**.
- Check student(s) name that needs to be updated with an SPV accommodation.
- Go to **Start**, select **All Tasks**.
- At the **Manage Student Tests** tab and under **STUDENT TESTS**, select the assigned test identified under the student's name. **TEST DETAILS** will auto-populate for the student.
- Under **Non-Embedded Accommodations**, place a **check mark** in the box for any accommodations required by the student's IEP/504 Plan. Skip over the **Visual Assistance Tools** sections as they apply to computer-based testing only.
- Move down to the **Order Special Paper Version (SPV) (with IEP or 504 plan)** section.
- Only if applicable, select any additional testing accommodations for student.
- Click on the **Special Paper Version** and select Paper, Braille or Large Print.
- Check the box to confirm the student has a 504, IEP, or ADE's written approval.
- Select **Create** for a student being manually created, or
- Select **SAVE** when a test assignment is being edited for an existing student.

Step 3 – Move Student to Special Paper Version Test Session

- Go to **TESTING**, select **Sessions**.
- To search for the computer-based test session and the SPV test session, click on **Search**, select **Show all results**.
- Place a check mark next to both the computer-based test session and the SPV test session for the correct school.
- Click on the **Go to Students in Sessions** link.
- Under the **Session List**, select **Combined View**.
- Place a check mark next to the student(s) name(s) that will be moved to the SPV test session.
- Go to **Start** and select **All Tasks**.
- Select the **Move Students between Sessions** tab. Check the box of the session the student is being moved to (SPV session).
- Select **Move**. Click **Exit Tasks**.
- Refer to directions provided in the *Spring 2020 AIMS Science PearsonAccess^{next} User's Guide*.

Step 4 – Place an Additional Order for a SPV test

- **All steps listed above must be completed prior to submitting an additional order. This includes submitting an SPV test request and receiving approval from ADE, as well as Steps 1 through 3 listed above to assign an SPV test to a student in PAN.**
- Refer to directions provided in the *Spring 2020 AIMS Science PearsonAccess^{next} User's Guide*.

Done	Task 7– Additional Order Window – Special Paper Version Tests, Manuals (optional), & Tracking Materials	Dates
	<p>Place <u>one</u> consolidated Additional Order for the entire district. All Additional Orders will be approved by ADE. Be prepared to justify additional orders.</p> <p>District Test Coordinator’s Manuals (TCMs) and Test Administration Directions (TADs) for all regular online tests are available on the ADE website and will not initially be sent to districts. Paper copies can also be requested through an Additional Order.</p> <p>An Additional Order must be completed for all Special Paper Version Tests and for the return shipment materials.</p> <p>Notes:</p> <ul style="list-style-type: none"> • ADE will review each additional order prior to shipment. • There must be an indication in PearsonAccess^{next} for each student that requires Special Paper Version accommodation (<i>Task 6</i>). • Verify within 24 hours after the order is placed that the order is approved by ADE. • An email will be sent to the user when the additional order has shipped. 	<p>3/2/20– 04/09/20 Closes at 5 p.m. MST</p>

Ordering Materials in PAN:

- Login to **PAN**. Under **SETUP**, select **Orders & Shipment Tracking**.
- Go to **Start**, select **All Tasks**.
- Verify the Organization (Code) is for the correct district.
- In the **Date Needed*** field, enter today’s date.
- Verify the **Ship To** information is correct. If there is an error in the address, do not continue with this order. Contact AIMSScience@azed.gov to update the contact information.
- Select **Add Items** to open the **Edit Materials Order** screen.
- Enter the quantity of each item needed. Select **Save**.

Done	Task 8 – Preparing for Testing in PearsonAccess ^{next}	Dates
	<p>Related activities to prepare a test session include:</p> <ul style="list-style-type: none"> • Seal Codes • Scheduled Sessions • Session Student Roster • Testing Tickets <p>Must be started no earlier than a couple of days before testing.</p>	<p>Several days prior to testing</p>

To access the following various Resources in PAN:

- Login to PAN. Go to **TESTING**, select **Sessions**.
- At the **Search** drop-down, check the **Show All Results** box.
- Check the box(es) to select session(s) you want to work with.
- Select the **Go to Students in Sessions** link.
- Select a session name from the **Session List**.
- Select the **Resources** drop-down menu to see the list of session resources.

Seal Codes:

- At the **Resources** drop-down, select **Seal Codes**.
- The **Seal Codes** will open in a new tab for the selected session.
- Each session will have a unique Seal Code.

Scheduled Sessions:

- Go back to the **Students in Session** tab.
- At the **Resources** drop-down, select **Scheduled Sessions**.
- The **Scheduled Sessions** will open in a new tab.

Session Student Roster (a list of all students assigned to a session):

- Go back to the **Students in Session** tab.
- At the **Resources** drop-down, select **Session Student Roster**.
- The **Session Student Roster** will open in a new tab.

Testing Tickets:

- Go back to the **Students in Session** tab.
- At the **Resources** drop-down, select whether to print:
 - For all students in a session, select **Print all for this session**, or
 - Just for select students, select **Print selected for this session**.
- To print testing tickets for select students:
 - Enter information into **Filters** section.
 - Check box(es) for student(s) needing a testing ticket.
- Testing Tickets will open in a new tab.

Done	Task 9 – Preparing a Session in PearsonAccess ^{next}	Dates
	This task should be done prior to the first day of testing and can take time to complete, depending on how many students are in the session.	Several days prior to testing

- Login to PAN. Go to **TESTING**, select **Sessions**.
- At the **Search** drop-down, check the **Show All Results** box.
- Check the box(es) next to the session(s) you want to work with.
- Select the Go to **Students in Sessions** link.
- Select a session name from the **Session List**, or
- Select the **Combined View** to manage all sessions at the same time.
- Click the **Prepare Session** button.
- The session will show as **Ready** and the green **Start Session** button will appear.

Test Administration		
Done	Task 10 – Test Administration (Online Only)	Dates
	<p>AIMS Science Test Administration Window for students in grades 4, 8, and High School.</p> <p>For Grades 4 and 8, Section 1 must be administered prior to Section 2.</p> <p>NOTE: All Student responses from Special Paper Version tests must be entered into the TestNav system within this same window.</p>	3/23/20-4/17/20

Done	Task 11 – Testing Day Activities	Dates
	<p>A test session must be started and unlocked by Test Administrators for students present for testing.</p> <p>NOTE: This must be completed before students can login to TestNav.</p>	Day of Testing

Starting a Session:

- Login to PAN. Go to **TESTING**, select **Sessions**.
- Check the box(es) next to the session(s) you want to work with.
- Select the **Go to Students in Sessions** link.
- Select the session name from the **Session List**.
- Select the session student is assigned to by either:
 - Selecting **Combined View** and entering information into the **Filters**, or
 - Selecting a session and scrolling through the list of students assigned to each of the sessions.
- Test Administrators may start each session
 - Individually by clicking on each session in the **Session List**, or
 - Starting multiple sessions by using the **Combined View** in the **Session List**.
- Click the **Start Session** for individual sessions, or the **Start All Sessions** for the combined view.

Unlocking Student Tests:

- There are two ways to unlock tests for students:
 - For all students in a session, in the top portion of the screen, click and drag the lock/unlock switch for all tests in a session, or
 - For individual students, in the bottom portion of the screen, click the Student Test Status drop-down and select unlock for each student.

Done	Task 12 – Managing Test Sections	Dates
	<p>In PAN, Test Administrators may monitor a student’s test progress.</p> <p>NOTE: Students must be set to begin a specific test section if student is testing out of order.</p>	3/23/20-4/17/20

Managing Test Sections in PAN:

- Login to **PAN**. Under **TESTING** select **Sessions**.
- Go to **Search**, select **Show All Results**.
- Check box(es) to select session(s). Select **Go to Students in Sessions** link.
- Select a session from the **Session List**. Click on **Manage Sections**.

- **Either**, go to the upper portion of the page to set a session to the desired test section:
 - Click the **Set Current Section for All** on the desired test section. Click **Save**.
- **Or**, go to the lower portion of the page to move student(s) to a desired test section:
 - The **Section Status** columns monitor a student’s test progress.
 - The status for each section is reported as (N – Not Started, S - Started, or C – Completed).
 - The **Current Section** is used to move students to a desired test section.
 - Click the radio button to the desired test section. Click **Save**.

Resuming a Student Test in PAN:

- Login to **PAN**. Under **TESTING** select **Sessions**.
- Go to **Search**, select **Show All Results**.
- Check box to select session(s). Select **Go to Students in Sessions** link.
- Select a session from the **Session List**.
- Check the student test that is in **Exited** status.
- Go to **Start**, select **All Tasks**.
- Under the **Resume Student Tests** tab, check the student that needs to be resumed in the **Students in Sessions**.
- Click **Resume**.

After Test Administration		
Done	Task 13 – Return Special Paper Version Tests to Pearson	Dates
	Collect all test materials from Test Administrators. Return all Special Paper Version test materials to Pearson. <ul style="list-style-type: none"> • Follow the packing and return shipment instructions in the Spring 2019 <i>AIMS Science Test Coordinator’s Manual</i>. DTCs with materials NOT out of the building by 4/19/2019 need to contact the ADE at AIMSScience@azed.gov .	3/30/20-4/21/20

Done	Task 14 – Score Reports available in PearsonAccess ^{next}	Dates
	<p>AIMS Science electronic reports and Student Data files are available to view, download, and print in PearsonAccess^{next}.</p> <p>Published Reports include:</p> <ul style="list-style-type: none"> • AIMS Science Student Data File (SDF) (District Report only) • AIMS Science Student Report (PDF) • AIMS Science Confidential Roster Report with Summary (PDF) • AIMS Science Summary Concept Performance Report 	5/12/20

Viewing Test Results:

- Login to **PAN**. Under **REPORTS**, select **Published Reports**.
- There are two ways to find reports:
 - Enter information into the **Find Reports** filter, or
 - Enter information into **Filters** section.
- Select the File name to download.
- View the report or student data file.

Done	Task 15 - Student Reports Due in District	Dates
	<p>Student reports will be delivered to district/charters.</p> <p>Schools will receive 2 copies of the AIMS Science Individual Student Report.</p> <p>Shipments can be tracked in PearsonAccess^{next}.</p>	5/28/20