AIMS A Science 2018

Test Administration Directions

Arizona’s Instrument to Measure Standards

Alternate - Science
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Overview

Arizona’s Instrument to Measure Standards Alternate for Science (AIMS A Science) is administered to eligible students with significant cognitive disabilities (SCD). This State Assessment measures what students know and are able to do in the content area of science and is aligned with the Arizona Alternate Academic Standards for science. Students will receive test reports with specific information detailing their progress toward meeting the alternate standards. Schools will receive test reports with student results that can be used to identify a student’s strengths and weaknesses.

Eligible students are assessed yearly in Grades 4, 8, and 10. High school students should be assessed during their second year of high school.

Accommodations and Adaptations

Students with significant cognitive disabilities (SCD) require intensive instructional supports which are provided through instructional adaptations and strategies.

AIMS A Science incorporates many best practices, instructional adaptations, and strategies into the assessment; however, if there are other instructional adaptations being used routinely for instruction in the educational setting and documented in the student’s IEP, those adaptations and strategies can be used to support the student during the administration of the AIMS A Science.

The table below provides samples of accommodations and instructional strategies. This is not an exhaustive list.

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Testing Time Guidelines

Test Coordinators identify the AIMS A Science eligible students in the Student Selector Application in the fall. Test Administrators are to not identify or add eligible students. Test Administrators will have access to their students’ AIMS A Science Tests through ADEConnect, Alternate Assessment. If Test Administrators cannot access the Alternate Assessment Application through ADEConnect, please contact the district or charter Test Coordinator.

AIMS A Science must be administered according to the designated timeline. All school districts and charters must adhere to the timelines as noted. If there are any changes in the AIMS A timeline, notification will be sent to all Test Coordinators and posted on the ADE website.

Test Administrators must be aware of AIMS A Science testing window, which is February 1-February 28 of the current school year. If the closing date falls on a weekend, it would be extended to the following Monday.

Administering the Test

The Test Administrator will access the AIMS A Science application through ADEConnect located on the ADE website home page.

After logging into ADEConnect, choose the alternate assessment option.
The Test Administrator’s home page for Alternate Assessment will display. Here you will find the data sheets link. Also on this page is the notice to Test Administrators to complete a Learning Characteristics Inventory for each tested student.

The Test Administrator will administer both portions of the AIMS A Science Test (multiple choice and performance tasks). If a student becomes fatigued or is unable to complete the assessment, the assessment can be paused and resumed at a later time within that same school day or thereafter as long as tests are administered during school hours. The tests can be given in any order.

Test Administrators must present every test question and prompt to the student. Time stamps are provided for all sections of the assessment. Each item is time stamped when a student starts and completes a section of the test.

The testing window opens February 1. This is also the earliest that Test Administrators can print data sheets for their students. Test Administrators may print data sheets from the homepage of the Alternate Assessment Application or use the laminated data sheets from the performance task packets.

The No Response Option in AIMS A Science is now referred to as a Scribe Accommodation to have consistency between the two Alternate Assessments. For AIMS A Science, the Test Coordinator will now indicate this accommodation for students through the Student Selector Application in ADEConnect. There will no longer be a separate No Response Option Form. The Scribe Accommodation for AIMS A Science is only for those students:
• with physical impairments or disabilities which restrict them from being able to physically make an answer selection on the multiple choice section of the assessment

Or

• who have no response even after each test item has been administered.

**Online AIMS A Science Test**

To begin the actual assessment for each student, the Test Administrator will use the menu option “Student Testing.” Before clicking on “Student Testing,” ensure the school is correct. The Test Administrator’s class list will display. If students do not appear on your list, notify your Test Coordinator.

- The Test Administrator will then click on the student’s SAIS ID.
- Above “Student Data” select “Forms.”
- A list of tests assigned to the student will display.

The “Teacher View” allows the Test Administrator to view the questions only. This could assist in gathering the needed supports when administering the test. The Test Administrator will click on “Student Input” to allow the student to make answer selections and/or if the student has a No Response/Scribe accommodation, the Test Administrator will click on “No Response”. The “No Response” button is located at the top right hand corner of the page.
**Multiple Choice**

Once a Test Administrator logs in and selects a student to begin testing for the multiple choice section, a time stamp for that test is documented. The student selects an answer from three options. If a student has a No Response Option because the student is cognitively unable to respond to a prompt, the Test Administrator will then select “No Response” for each test item. This option will be located in the upper right corner of each test item on the screen. If you cannot locate the “No Response” button, please contact your Alternate Assessment Test Coordinator. If a student has a Scribe Accommodation listed on the IEP and used regularly during instruction, the Test Administrator will select the response indicated by the student.

The Test Administrator must administer all parts of the test to the student during the student’s school hours and input the student’s responses to the multiple choice section with the student present. Test Administrators are not permitted to write down student responses for multiple choice items. Failure to administer the multiple choice section correctly could result in an invalidation of the student’s test.

Test Administrators can adapt or use accommodation documented in the student’s IEP and routinely used in the classroom when administering the multiple choice section of AIMS A Science Test.

**Performance Tasks**

Performance tasks are standardized constructed response items. Test Administrators must gather the materials necessary to complete the performance tasks before beginning the student assessment. Objects, photos, or more familiar pictures may be substituted for any picture card provided (see Performance Task Materials section below). The Test Administrator will present each item to the student and indicate the student responses on the data sheets. The Test Administrator will then input the student responses from the data sheets into the performance task section. For the performance task portion of the test, a Test Administrator can enter the student responses outside of the student’s school hours. However, all Test Administrators must follow their district’s or charter’s requirements for entering students’ responses. The student responses are still required to be entered during the testing window dates.

Performance Tasks will be scored using the AIMS A Science Performance Task Scoring Rubric. Test Administrators should be very familiar with the rubric as there are specific requirements for cues and prompts at the different levels. Test Administrators must present every question or prompt to a student before indicating a level 1 for a test item. The AIMS A Science Performance Task Scoring Rubric is shown below.
A full version of the rubric can be located at the [AIMS A Science website](https://www.aimsas.org) under the “Videos and Webinars” tab.

Test Administrators may refer to the list of cues on the AIMS A **Performance Task Scoring Rubric**. This resource may clarify the types of cueing that are available and allowable as well as how to implement them within the various levels of the rubric. The cues from the AIMS A **Performance Task Scoring Rubric** are shown below.
Cues

Cueing is a way to help support or signal a student. A cue by itself does not give the student a direct answer. Most importantly cues should be understood by the student and eventually faded. This is not an exhaustive list.

Physical Cue: Offers physical guidance to support or elicit a response. Hand over hand, tapping the back of a hand, holding an elbow, pointing, or standing by a student to stop a behavior (proximity), etc.

Verbal Cue: Gives the student oral or verbal information. “Look at me”, “put letter A first”, “It’s 11:30 (lunchtime)”, etc.

Gestural Cue: A movement or gesture which is understood by student to extract a specific behavior. Pointing, tapping, winking, waving, etc.

Auditory Cue: Presents a sound or noise used to focus or gain student’s attention. Tapping on table, bells, timer, ringers, etc.

Visual Cue: Alerts a student to where to focus and/or where to respond: Color coding, labeling, highlighting, arrows, concrete objects, etc.

Tactile Cue: Provides an item for the student to feel or a touch support for student. Feather, velcro, sandpaper, concrete objects, etc.

Example of how to use rubric:

Give student an alphabet chart.

“Sally point to the letter S.” No response from student. Support at Level 5: wait time.

“Sally point to the letter S. It is between the letter R and U. Remember it is the first letter of your name.” No response from student. Support at Level 4: verbal cue and elaboration.

“Sally watch me point to the letter R. Now you point to the letter S.” (Teacher points to letter R and teacher puts hand on top of Sally’s and moves her hand near the letter S. No response from student. Support at Level 3: gestural and physical cues and demonstrated a similar response.

“Sally watch me point to the letter S. Now you point to the letter S.” (Teacher covers all letters with a paper. Teacher guides Sally’s hand to letter S and Sally moves finger once over the letter S. Support at Level 2: physical cue, removes all distracters and modeled a response. **SCORE: 1**.

This document can be located at the [AIMS A Science website](https://example.com) under the “Videos and Webinars” tab.

Performance Task Materials

School districts and charters will receive pre-packaged testing materials for the performance tasks. Testing materials will be provided in classroom sets, not for each individual student. Testing materials will be sent to the Test Coordinator who will be responsible for the initial inventory and distribution to schools. At the end of the testing window, all testing materials will be collected by the Test Coordinator, inventoried, and returned to ADE. Test Administrators are still responsible for printing the data sheets for each student unless student responses are recorded on the laminated pages in the materials set and erased when entered into the AIMS A Science system. The data sheets are located on the home page of the Alternate Assessment Application.
Test Security

AIMS A Science is a valid and reliable test. It is to be treated as securely as the general assessment (AIMS Science) in every way. Under no circumstances is this test to be used in any way other than as a summative assessment during the approved time frame.

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

- Administer the test without completing all pre-test trainings
- Share any books, answer documents, test booklets, paper based assessments, online tests, or other secure ancillary documents
- Give access to secure test materials to anyone other than students to whom the test is administered and staff who have signed a District Test Coordinator and/or Test Administrator security agreement
- Fail to keep all secure test materials under lock and key except during actual test times
- Examine, read, or review secure student documents
- Use secure test materials for instruction before or after test administration
- Change student responses or notations

If for any reason a testing incident occurs which involves the security of the AIMS A Science assessment, the Alternate Assessment Test Coordinator must alert the Alternate Assessment Unit and submit an Incident Report through the AIMS A Science Application in ADEConnect.

Instances that would qualify as test security incidents can include, but are not limited to, the following:

- Test administration outside of school hours
- Record students’ responses when students are not present
- Test students as a group
- Release of testing materials
- Loss of testing materials
- Use of testing materials and items in instruction

Test Administrators will read and sign their Test Security Agreement form and return it to the Alternate Assessment Test Coordinator for your PEA.

The Test Security Agreement form for Alternate Assessment Test Administrators must be signed yearly. Only one Alternate Assessment Test Security is need for both AIMS A Science and MSAA. This form can be found on the Assessment District Test Coordinator website under the “Alternate Assessments” and “Test Administration Directions and Test Coordinator Manuals” tab.
Arizona Alternate Assessments
(MSAA ELA/Mathematics and AIMS A Science)
School Year 2017-2018 Test Security Agreement

I acknowledge that all MSAA ELA/Mathematics and AIMS A Science Tests are secure tests and agree to the following conditions of use to ensure the security of the test.

I shall take necessary precautions to safeguard test materials.


b. Access to test materials, including online tests, is restricted. I shall not attempt to gain access to test materials beyond that which is granted to me by my school district test coordinator, superintendent, or charter representative.

c. If test materials are distributed to me, I shall keep them under lock and key except during actual test times. This includes any student data sheets or student information sheets provided to me.

d. I shall not permit students to remove test materials from the testing room except under the supervision of staff.

e. I shall not examine, read, or review the MSAA ELA/Mathematics and AIMS A Science Tests.

   i. I shall not disclose, nor allow to be disclosed, the content of the test.

   ii. I shall not discuss any test item at any time.

   iii. I shall not examine, read, or review any student responses.

   iv. I shall not report any students’ answer choices based on previous experience outside the testing window.

e. If test materials are distributed to me, I shall return all MSAA ELA, Mathematics and AIMS A Science test materials to the school district test coordinator immediately upon the completion of testing.

f. I shall not use any test materials for instruction before or after test administration. I shall follow Test Preparation and Administration Practices, the guidelines approved by the State Board of Education in January 2003 and updated in December 2007.

2. I understand that the district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures for the violation of test security by staff.

Individuals who will administer or proctor MSAA ELA, Mathematics and AIMS A Science Tests for school year 2017-2018 must also agree to the following conditions to ensure the correct administration of the tests.

3. I shall participate in training activities prior to administering the tests.

4. I shall review the appropriate Test Administration Directions prior to administering the test.

5. I shall follow all instructions in the appropriate Test Administration Directions including reading the directions to students exactly as scripted.

By signing my name to this document, I am assuming my district/charter and the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the MSAA ELA, Mathematics and AIMS A Science Tests, will also sign a Test Security Agreement.

Signed By: __________________________ Date: __________________________

Printed Name: __________________________

Title: ______________________ School: __________________________

Please return signed copy as per instructions from your school/district test coordinator. Signed copies will be maintained by school/district administrators for 6 years.
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