An ADE Newsletter for Test Coordinators

The Examiner

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February 2018 Edition

Deputy Associate Superintendent of Assessment

Assessment | Arizona Department of Education

The spring testing windows are quickly approaching. I know test coordinators and schools are very busy completing tasks in preparation for administering the state-wide assessments. We have highlighted key information specific to each assessment. Remember to share this information with your teachers.

We are ready to support the field with any questions or concerns that arise during this testing season. We remain committed to ensure that the field has the most up to date information and resources that will support you and your teachers!

Accessibility Features and Tools
There have been updates regarding added features and tools for the various testing programs. Please be sure to review the Accessibility/Accommodations sections of training, and the accessibility manual. Share these updates with your schools, teachers and building administrators.

Audra Ahumada

Save the Dates!

Teachers' Institute

Teachers' Institute – June 4-5, 2018 – www.azed.gov/teachers-institute/

Leading Change

Leading Change – June 6-8, 2018 – www.azed.gov/leadingchange/

Announcements

Achievement Tests – AzMERIT and AIMS Science

Test Windows

March 26 – April 20	Computer-Based	AIMS Science Test

April 2 – April 10	Paper-Based	AzMERIT (Writing, Reading, Math)
April 2 – April 13* April 2 – April 27	Computer-Based	AzMERIT (Writing*) AzMERIT (Reading, Math)

AIMS Science – Important Upcoming Dates

Date	Activity
February 7	PearsonAccess[next] User IDs are Distributed
February 7	New users can be added into PearsonAccess[next] Note: Separate accounts must be created for AZELLA and AIMS Science
February 26	Students will be visible in PearsonAccess[next]
March 5 – April 12	Additional Order Window for Special Paper Version Tests
April 2 – April 24	Return of Special Paper Version Test Materials to Pearson
May 25	Score Reports and Data Files posted on PearsonAccess[next]
June 6	Student Score Reports to Districts

AIMS Science

AIMS Science Training - District Test Coordinators must complete the final training by February 16. The AIMS Science Training will be available on February 5. The verification form must be submitted to ADE after completion.

Pearson Technology Office Hours - Pearson is offering "Office Hours" to help districts with the installation of TestNav 8 and any other IT questions that you may have for AIMS Science. To schedule a 15-minute, 30-minute, or 60-minute meeting with Pearson Support; click here. The link is also available on the home page for PearsonAccess[next]. TestNav 8 is the AIMS Science platform. This is very similar to the AzMERIT platform, but it does not allow testing on an iPad2.

Student Data Extraction - February 21 for upload into PearsonAccess[next]. All students in Grades 4 and 8 will be extracted from AzEDS. For high school, all students in Cohort 2020 (generally 10th grade) that ADE does not have a valid AIMS Science score from Spring 2017 will automatically be extracted.

New for Spring 2018 - Students in Cohort 2021 (generally 9th grade) will be extracted if the student is enrolled in a course that has been identified in your student system with the EOC indicator "AIMS Science" and uploaded into AzEDS by February 21. Students will be visible in PearsonAccess[next] on February 26 from the February 21 extraction. Students not uploaded can be manually added starting on February 26; see the PearsonAccess[next] User Guide for further instruction.

If you have any questions regarding AzMERIT, please email AzMERIT@azed.gov.
If you have any question regarding AIMS Science, please email AIMSScience@azed.gov.

Science Practice Test

The AIMS Science Practice Test will be publicly available in TestNav 8 in February. The purpose of the Practice Test is to familiarize students, teachers, and parents with the TestNav 8 user interface of the AIMS Science assessments. This practice test will NOT provide scores for students and should NOT be used to measure students' content knowledge. The test is not predictive of AIMS Science summative performance but does provide an opportunity for students to respond to similar types of items and to become familiar with TestNav 8.

This practice test is available in the computer-based format and is not available for paper printing.
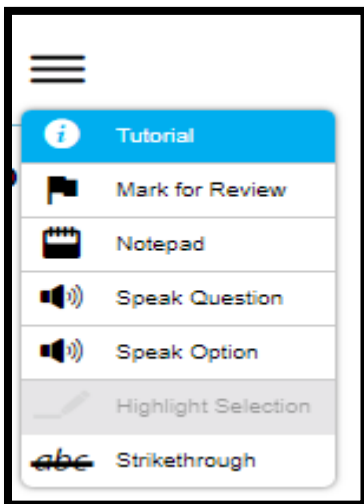
Paper versions of the Science Sample Items will remain on the AIMS Science page of the ADE website for teachers and students to review content. http://www.azed.gov/assessment/aims-sci/

AzMERIT - Important Upcoming Dates

Date	Activity
February 5	New students can be added into TIDE
March 26 – March 27	Test materials will arrive in districts
March 27 – March 29	Additional Order Window for paper-based schools
March 27 – April 6	Additional Order Window for computer-based school
April 4 – April 11	Paper-based schools return materials to MI for scoring
April 4 – April 27	Computer-based schools return non-scorable Special Paper Version tests to MI
May 15 **May 25**	Grade 3 reports will be available in ORS for district Grade 3 paper reports will be delivered to districts
May 25 **June 20**	Grades 4-8 and EOC reports will be available in ORS for districts Grades 4-8 and EOC paper reports will be delivered to districts
June 29	Last day to report corrections to ADE

AzMERIT

Text-to-Speech

Text-to-speech will be a default option for **all** students in Writing and Math in Spring 2018. Please have test administrators and students review how to select the context menu (three lines) next to a passage or item to open the menu to select the option for "Speak."

Field Test Items and Vertical Alignment Items

In addition to grade-level test items, the Reading and Math tests will include a few field test and vertical alignment items. AzMERIT reports student test scores on a vertical scale which allows the monitoring of academic growth over time.

These items are not used for students' scores or used to measure student growth. Students will be told in the directions prior to testing that some items may be challenging or unfamiliar to them and to do their best on all items.

Writing Scoring

In the Student Data File, additional codes are provided to offer schools greater information regarding student writing responses. Students who earn a code of A (blank), INC (Incomplete), or INV (Invalidated) will not receive an ELA score or Performance Level.

Code	Meaning
A	Blank; no response written
CM	Prompt Copy Match - student response is substantially copied from the prompt or passage with less than 30% original text
DT	Duplicate text - student text is substantially comprised of repeated text copied over and over
NE	Not enough data - student response is less than 11 words
NS	Non-Specific - writing is illegible; written in a language other than English; writing is not related to topic; student responds that he or she refuses to answer the task; student responds that he or she does not understand the task
INC	Incomplete - student did not respond to at least one item in one or more test sessions
INV	Invalidated

Changes Coming for the AzMERIT Student Data File Layout

The results of the Spring 2018 AzMERIT test will be reported in a revised Student Data File. The layout reflecting the adding, removing, and renaming of fields will be posted on the AzMERIT portal in February to give LEAs time to make any needed changes within their Student Management Systems.

AzMERIT Equation Editor Tool

We will be adding another tool to the AzMERIT Sample Test. In addition to the Writing Sandbox, we will now have an Equation Editor where students can interact with the EQ to enter equations and expressions. This should be available the week of February 5.

Future AzMERIT Test Windows

The dates are being provided but may be changed if any additional laws or State Board changes are passed.

New for Summer 2018: There will be 2 test sessions to accommodate all summer school programs. Students must complete the entire test within a single summer session.

Summer 2018 Session 1 – EOC only - CBT only   June 4 – June 28

Summer 2018 Session 2 – EOC only - CBT only   July 9 – August 2

ALTERNATE ASSESSMENT

We are officially into the testing season. Congratulations on completing your first major task of the season! The Student Selector Application is now closed. Approximately 7,200 students were selected for alternate assessment through the application. ADE used this information to upload students into the testing systems based on the eligible student's grade.

Important dates for Alternate Assessment

	Identify Eligible Students in Student Selector Application	Online Trainings	Testing Materials Delivered	Testing Window	Reporting Portal
AIMS A	October 6 - December 22, 2017 *If you missed this deadline, contact the Alternate Assessment Unit.*	January 2018	January 25 - 31, 2018	February 1 - 28, 2018	June 2018
MSAA		March 5, 2018	March 12, 2018	March 19 - May 4, 2018	TBD

Important dates are posted on the Assessment Calendar and are subject to change.

AIMS A Science

Trainings
The online Alternate Assessment Test Coordinator training must be completed before access to AIMS A Science is granted. Please complete this training as soon as possible. Alternate Assessment Test Coordinators are also responsible for training Test Administrators. A PowerPoint presentation has been created to assist with your TA training and can be found under "Training" on the AIMS A Science website. This PowerPoint should not replace your face-to-face training.

Receive AIMS A Science Performance Tasks Materials
All test materials have been sent to the TCs. Test materials are sent based on the eligible students identified in the Student Selector Application. Test materials are sent based on class sets, not individual students. Be sure to inventory your performance task materials. If you have any issues, contact the Alternate Assessment Unit as soon as possible.

Assessment Window
The AIMS A Science testing window opens February 1. Test Coordinators are responsible for monitoring the progress of assessment administrations during the AIMS A and MSAA testing windows. One option to assist TCs with this would be to have TAs develop a calendar indicating planned student testing days across the testing windows. The red "Incomplete" notice will remain until all test items have been answered. A green "Complete" notice will appear for each student who has a completed AIMS A Science test. Be sure your TAs are administering both the multiple choice and performance task sections of the test. Remember to plan ahead because no extensions will be granted this year.

Adding Students
If you have students who qualify for alternate assessment, but are not in the AIMS A Science application, contact the Alternate Assessment Unit. The student must have correct student data to be added to the system. The Alternate Assessment Unit will provide further instructions for adding students.

Final Data Closeout

Final data closeout is March 1 - 9, 2018. During this window, Alternate Assessment Test Coordinators must ensure all incident reports have been submitted to ADE. Furthermore, all tuitioned out students must be assigned to a school within the district for reporting purposes. More information on final data closeout will be e-mailed to Alternate Assessment Test Coordinators.

MSAA

Accessing the MSAA System

All users should receive a welcome e-mail with log in credentials no later than March 5, 2018. Please contact the ADE Alternate Assessment Unit as soon as possible if you or a Test Administrator has not received this e-mail.

MSAA trainings for Test Coordinators and Test Administrators are available beginning March 5. Once training is complete, Test Administrators will have access to Directions for Test Administration. Use this time to gather materials and review the directions so that you are prepared for the testing window to open on March 19.

Receiving Test Materials

Test Administration Manuals (TAMs) are sent to Alternate Assessment Test Coordinators at a rate of 1 manual for every 5 students. Electronic copies of TAMs will also be available through the MSAA system.

Braille cards are sent only for students in Grades 3 and 4 who are learning to read Braille. The orders are placed based on information collected from the Student Selector Application. Please contact the ADE Alternate Assessment Unit if you have questions regarding Braille cards. Remember that these are secure testing materials.

Paper Based Tests

Paper Based Tests are available through the MSAA system by downloading the test. Printed tests are large print. The TA must confirm that the paper test is an approved accommodation (as per the IEP and used frequently during instruction) before downloading for printing. Once the confirmation has been indicated, the test sessions will become available to select. These testing materials must be treated as secure documents and securely shredded following administration.

Testing Window

The MSAA testing window is March 19 - May 4, 2018. Please plan accordingly. All tests must be submitted by the Test Administrator by 5:00 PM MST on May 4. There is no final data closeout for MSAA; therefore, no further action is needed once tests are submitted. Alternate Assessment Test Coordinators must monitor test completion for all students and work with Test Administrators to ensure testing is completed.

Observations

If your LEA was selected for observations by our external education consultants or by ADE staff, you will be receiving more information to help plan these details soon. Furthermore, Alternate Assessment Test Coordinators are also required to conduct observations. There is no minimum number of observations to conduct. An observation protocol has been developed to assist with a focus for these observations and to direct conversations for instructional and administration support.

If you have any questions regarding Alternate Assessments, please e-mail AssessingSWDs@azed.gov.

Spring 2018 AZELLA Reassessment Testing

Reassessment Test Window
The test window opens on **February 5, 2018,** and closes on **March 23, 2018**. This 7-week window for the administration of Reassessment testing does **NOT** overlap AzMERIT testing.

Students to be Tested
Students who have a current EL (English Learner) need and are eligible for School Year 2017 – 2018 EL Services must be assessed annually. All students listed on the EL73 Report are required to participate in the *Spring 2018 AZELLA Reassessment Test* **except for** students who were administered an AZELLA Placement test **after** January 1, 2018.

Parent Withdrawn EL students continue to participate in the annual AZELLA Reassessment until they demonstrate an overall proficiency level of Proficient. Parents may opt out their students from receiving EL Services but may not opt out of AZELLA testing.

AZELLA District Test Coordinators need to create a list of students who should participate in the *Spring 2018 AZELLA Reassessment Test* based on the criteria listed above.

Reassessment Test Training
AZELLA District Test Coordinators must complete the required Spring 2018 AZELLA Reassessment Test Training and train all AZELLA staff within their district prior to administering the test to students. District and charter PearsonAccess^next accounts have been locked for those who have not completed their required training sessions and/or who have not sent ADE the Assessment Test Security Agreement for Superintendent/District Test Coordinator form.

The *Spring 2018 AZELLA Reassessment District Test Coordinator Important Tasks Checklist* is in PearsonAccess^next.

Online Testing for AZELLA Stages III-V
The Stages III, IV, and V *Spring 2018 AZELLA Reassessment Test* will be administered online through Pearson's TestNav 8 application. Online administration is limited to Stages III, IV, and V. AZELLA Stages I and II remain as paper-and-pencil tests.

The four Domains of Listening, Reading, Writing, and Speaking will continue to be tested with the AZELLA online. The Writing Domain will be tested in two parts – Multiple Choice (MC) questions and Extended [Writing] Responses (ER). Each of the Domains will be tested in its own discrete **Section** of the test. Item types previously used in the Stages III – V paper-and-pencil versions of the AZELLA are continued for the online version. Minimal modifications were made when transferring items to the online format.

The online test delivery platform is Pearson's TestNav 8 and must be downloaded on all devices used for testing. Only students will have a Username and Password for TestNav 8. Students have up to five consecutive instructional days to complete all 5 **Sections** of the AZELLA Reassessment Test.

The Stages III – V online Speaking section of AZELLA will be provided on the computer. Special headsets are required to listen to questions and record responses. The Headphone and Microphone Requirements document is available on ADE's Assessment District Test Coordinator webpage as well as in PearsonAccess^next.

Students are registered in PearsonAccess[next] and assigned to test **Sessions** by school and grade level. Extensive training is available for Test Coordinators and Test Administrators as they prepare for testing.

- ADE's Spring Reassessment Test Training presentations
- PearsonAccess[next] Spring Reassessment Users Guide
- Test Coordinator Manual
- TestNav 8 Quick Guide
- AZELLA Sample Tests and Users' Guides
- Test Administration Directions

For those who are experienced with the online testing of AzMERIT or MSAA, the transition to online AZELLA will be familiar. For those with little or no experience with online testing, plan for extra time for training this initial year. It is essential to complete all trainings to receive the information needed for the new administrative and technology tasks. The AZELLA Team stands ready to support you.

AZELLA Sample Tests

It is recommended that all students taking the online reassessment and Test Administrators prepare by taking the Sample Tests which are available through the TestNav 8 application. These Sample Tests are designed to familiarize students, educators, Test Administrators, and parents with the platform, item types, and format of the new test. Links and directions to the TestNav8 application and the Sample Tests are available on the ADE website at http://www.azed.gov/assessment//azella/

You must download and save the TestNav 8 application on all the computers or electronic devices that will be used for testing. Once this is set-up, open the app, set it to Arizona, and select the **Mic Check & Sample Tests** link that is located next to the Sign In box. Then you will see the link for the AZELLA Sample Tests. **A Username and Password are not required for the Sample Tests.**

Reassessment Additional Orders

Stages I and II Spring 2018 AZELLA Reassessment Test materials were delivered to districts/charters during the week of January 22, 2018. If the Stages I and II materials received are not sufficient to test all students requiring a *Spring 2018 AZELLA Reassessment Test*, you may place an additional order in PearsonAccess[next] during the Additional Order window of January 26 - March 9, 2018. ADE will review and approve additional orders. Be prepared to justify every additional order.

Pre-ID Labels

The Stages I and II Pre-ID Label file was generated based on the EL73 Report in mid-November. Due to many factors including the time lag since the generation of the Pre-ID Label file and the preliminary nature of the EL73 Report, not all Stages I and II students who are required to test may receive a Pre-ID Label. Similarly, not all students who receive a label may be required to test.

Stages I and II students who should be reassessed but did not receive a Pre-ID Label or have incorrect information (Student Name, SSID, Date of Birth, Grade, School) on the label, will need their demographic information hand bubbled on the test book. Pre-ID Labels received for students who are no longer enrolled, for students who are not to be reassessed, and any labels with incorrect information, should be returned **unused** with the Nonscorable materials to Pearson at the end of the testing window.

Students Who Transfer During the Reassessment Testing Window

When a student transfers schools during the AZELLA Spring Reassessment testing window (February 5 - March 23), the new school must first check the student's EL70 Report to verify the student's AZELLA test history. If it appears that a Reassessment is needed, contact the previous school to confirm whether a *Spring 2018 AZELLA Reassessment Test* has been administered.

To ensure that students who transfer schools during this testing window only receive **one** *Spring 2018 AZELLA Reassessment Test*, ADE has prepared the AZELLA Record for Transferred PHLOTE Student Form Spring 2018 Reassessment which is posted on the Assessment District Test Coordinator webpage under the "AZELLA" tab. Expand the *Forms* box to locate this document. The form is to be completed by the new school prior to administering a Reassessment Test to these newly transferred students. Keep the completed form in the student's cumulative file. Do not send the form to ADE.

Speaking Test Administration

Be sure Test Administrators are familiar with the Speaking Test administration instructions before administering the Speaking Test to the Stages I and II students. The Speaking Test must be administered appropriately to avoid incomplete Speaking Tests, mismatched Speaking Lithocodes, or duplicate Speaking Test Lithocodes.

If an AZELLA Stage I or II student uses a different Lithocode than their own to complete the Speaking test, the student will not get a correct Speaking score. When there is a Lithocode mix-up between students, the way to correct this error is to complete the AZELLA Stages I and II Spring 2018 Reassessment Lithocode Exchange Form. This is posted on the Assessment District Test Coordinator webpage under the "AZELLA" tab. Expand the *Information* box to locate this document. Mismatched Speaking Lithocodes and/or duplicate Speaking Lithocodes may result in delayed *Spring 2018 AZELLA Reassessment Test* Reports.

The Speaking Section of AZELLA for Stages III-V online *Spring Reassessment* will not be on the telephone. For these students, the Speaking Section will be administered on their testing device using a microphone headset.

Special Education ELL Students

In very rare cases, some students dually labelled as Special Education and EL might not be able to fully participate in all four domains of the AZELLA Reassessment test. For these students, please contact the AZELLA State Test Coordinator, prior to administering the *Spring 2018 AZELLA Reassessment Test* for directions on how to proceed in these exceptional circumstances. Students whose IEP or 504 plan restricts them from using electronic devices for regular classroom instruction and testing, may have a Special Paper Version of the test approved by the ADE.

Testing Irregularities

Any student test irregularities, test administration errors, and test security breaches must be reported to the AZELLA State Test Coordinator immediately. For Stages I and II, the AZELLA Test Irregularity (Testing Incident) Report Form 2017-2018 is posted on the Assessment District Test Coordinator webpage under the "AZELLA" tab. Expand the **Forms** box to locate this document. For Stages III-V, irregularities are posted through PearsonAccess[next].

Returning Test Materials

All Stages I and II *Spring 2018 AZELLA Reassessment Test* materials, both Scorable and Nonscorable, must be returned to Pearson during the return window of **March 19 - March 30, 2018.** Prepaid UPS shipping labels have been provided for this purpose.

Please review and carefully follow the detailed directions included in the *Spring 2018 AZELLA Test Coordinator's Manual* for the packaging and shipping of Scorable and Nonscorable materials.

AZELLA District Test Coordinators must arrange the pick-up of the *Spring 2018 AZELLA Reassessment Test* materials with UPS. You may call UPS March 16 - 28, 2018, at 1.800.823.7459 to schedule your pick-up date. UPS requires at least one day notice prior to the scheduled pick-up date. There should be only one pick-up scheduled at one location for all the district's or charter's *Spring 2018 AZELLA Reassessment Test* materials. UPS pick-ups may occur as early as March 19, 2018, but no later than March 30, 2018. The district/charter will be responsible for overnight shipping costs for all materials shipped after March 30, 2018.

Incorrectly packaged materials, incorrectly shipped materials, and materials shipped late may result in delayed *Spring 2018 AZELLA Reassessment Test* reports for the entire district.

Spring 2018 AZELLA Reassessment Test Reports

PDF versions of all paper reports and the electronic Student Data File will be posted on PearsonAccess^next. Spring 2018 AZELLA Reassessment reports will be available electronically through PearsonAccess^next on May 3, 2018. Paper reports will be received by May 15, 2018.

AZELLA Reports

Changes Coming for the AZELLA Student Data File Layout

The results of the Spring 2018 Reassessment will be reported in a revised Student Data File. The layout reflecting the adding, removing, and renaming of fields will be posted on the PearsonAccess^next home page in February to give LEAs time to make any needed changes within their Student Management Systems.

EL73 – EL Student Need Report

The new EL73 Report will be available on ADEConnect in early February in the new "Assessment" application. Access to this new report requires the role of AZELLA District Test Coordinator or the role of ELL ADEConnect. The AZELLA Team will send an email to the AZELLA District Test Coordinators with directions for locating the report once it is accessible in ADEConnect.

OELAS Update

Save the Date!

The spring OELAS Practitioners of English Language Learners (PELL) Meeting is scheduled for Wednesday, May 2, 2018, at the Black Canyon Conference Center. Registration for this informative meeting will open in March 2018. We hope to see you there!

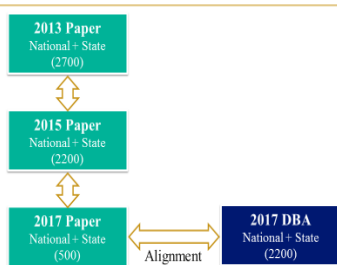If you have any questions regarding AZELLA, please email AZELLA@azed.gov.

The Nation's Report Card in the Digital Era

In 2017, the National Assessment of Educational Progress (NAEP) was administered to students in grades 4 and 8 in three different subjects: mathematics, reading, and writing. Students' knowledge and skills in these three subjects were assessed on tablet devices.

This transition from paper to digital assessment represents the culmination of the extensive work of psychometricians, statisticians, assessment developers, content experts, researchers, and scientists. This dedicated group of people researched, piloted, and checked every aspect of NAEP to ensure a proper transition.

2017 Design Overview

2013 Paper
National + State
(2700)

2015 Paper
National + State
(2200)

2017 Paper
National + State
(500)

Alignment

2017 DBA
National + State
(2200)

For each NAEP testing cycle, NCES strives for 2700 students from each jurisdiction to take the assessment.

In 2013, all 2700 students in a given jurisdiction took the paper based assessment (PBA).
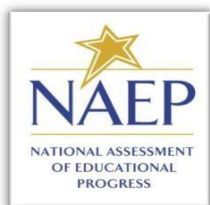
In 2015, 2200 students took the PBA and 500 students took the digital based assessment (DBA).

In 2017, 500 students took the PBA and 2200 students took the DBA.

Technology is rapidly changing the way students learn and how their learning is assessed. The content the NAEP assessments measure is the same in essence, but the digital environment allows for innovative ways to tap student knowledge and skills. Transitioning NAEP from paper/pencil to digital incorporates careful research and thoughtful monitoring of how technology can be most effectively used.

The National Center for Educational Statistics (NCES) took every step to ensure:
1. The digital tablets work well and are accessible for both the test administrator and test-taker.
2. The approach maintains the privacy of student responses.

All students benefit from the universal design that is the foundation of the NAEP digital assessment platform. This approach allows all test-takers to participate in the assessment.

Every effort has been taken to make this transition to the digitally based assessment gradual to represent NAEP content faithfully while keeping NAEP at the forefront of assessment.

For almost 50 years, NAEP has made objective information about the progress of student achievement available. The transition to digitally based assessments is another example of the long-standing commitment to quality innovation found in NAEP - The Nation's Report Card.

2018 NAEP and International Assessment Calendar

Listed below is second semester calendar of NAEP and International Assessments:
- National Assessment of Education Progress (NAEP): January 29 - March 9
- Trends in International Mathematics and Science Study (TIMSS): March 5 - April 13
- International Computer and Information Literacy Study (ICILS): March 5 - May 25
- Teaching and Learning International Survey (TALIS): Spring 2018

If you have any questions regarding NAEP or International Assessments, please feel free to contact Mr. Mark Mauro by e-mail at Mark.Mauro@azed.gov or by phone at 602.364.1583.