SPRING 2020

AIMS Science
Test Administration Directions

GRADES 4, 8, and High School

Test Administrator's Name

ARIZONA'S

Instrument to Measure Standards

Science

AZ00002945

P **Pearson**

Test Administrator:

Complete information below with your local School or District Test Coordinator. If you have any questions or issues during testing contact this person immediately.

School or District Test Coordinator contact information during testing:

District/School Test Coordinator _____

Contact phone # _____

Email: _____

Reminders for Test Administrators during AIMS Science Testing:

AIMS Science Grades 4 and 8 are divided into 2 sections. AIMS Science High School has one section only.

Once students start a test section:

- The test section must be completed on the same day.
- For Grades 4 and 8, a student cannot start a new test section until the previous test section is submitted.
- For Grades 4 and 8, do not provide seal codes for the next section until the first section is completed.

If the test times out during testing or if the student signs out of TestNav:

- The Test Administrator resumes the test in PearsonAccess[next] and the student signs back in to TestNav.

If a student is unable to log in:

- Verify the student is registered in PearsonAccess[next].
- Verify the student has the correct testing ticket.
- Verify the student typed the username and password exactly as listed on the student's testing ticket.
- Verify that the student's test session is in **Ready** or **Resumed** status in PearsonAccess[next].
- Verify that the student does not have a Special Paper Version Accommodation.

If a student requires accommodations:

- Verify appropriate accommodations are set in PearsonAccess[next] before testing.
- If the student has already signed in to the test and accommodations are not set, have the student sign out of his/her test.
- Select the accommodation(s) for the student in PearsonAccess[next]. For more information, refer to the *AIMS Science PearsonAccess[next] User's Guide*.
- Have the student sign in to the test and verify the accommodation(s) are present.

Table of Contents

Overview of the Spring 2020 Administration of AIMS Science

Arizona's Instrument to Measure Standards Science (AIMS Science) is administered to students in Grades 4, 8, and high school as an online test.

This document must be used for the administration of the AIMS Science for the Online test administration, Special Paper Version tests, and entering student responses into TestNav.

Students to Be Tested

Students in Grades 4 and 8 will participate in the Spring 2020 administration of AIMS Science.

High School students in Cohort 2022 (generally tenth-grade students) who did not participate in the Spring 2019 administration of AIMS HS Science are expected to participate. AIMS Science is not based on course enrollment for students in Cohort 2022.

Students in cohort 2023 (generally ninth-grade students) who are enrolled in a life science course that is aligned to Strands 1–4 of the Arizona Academic Content Standard for Science at the high school level may participate in the Spring 2020 administration of AIMS HS Science.

Students with significant cognitive disabilities and whose current Individualized Education Program (IEP) designates them as eligible for an alternate assessment, AIMS A, are excluded from AIMS Science. Refer to the AIMS A guidelines on the Arizona Department of Education website at www.azed.gov for additional information.

Test Administrator and Proctors
(including adults entering student responses into TestNav)

Test Administrators, Proctors, and any adult that will have access to AIMS Science must be employees of the school/district/charter. AIMS Science Test Administrators, Proctors, and any adult that will have access to AIMS Science must be trained in proper test security and test administration procedures, must sign an Achievement Test Security Agreement, must be thoroughly familiar with this document, and must follow the test administration procedures in this document, including following the scripted directions.

Test Administrator Responsibilities:

Responsibilities of the Test Administrator include:

☐ Participating in training activities scheduled by the Test Coordinator;

☐ Signing and returning to the Test Coordinator the *Achievement Test Security Agreement*;

☐ Reviewing this document in advance of the testing date;

☐ Adhering to test administration security procedures;

☐ Following the test administration directions exactly as stated in this document;

☐ Reading aloud to the students the scripted directions exactly as stated in this document;

☐ Requesting guidance from the Test Coordinator when unusual circumstances arise or when uncertain about proper procedures;

☐ Confirming student accommodations or test settings in PearsonAccess[next]; and

☐ Approving AIMS Science testing access to the appropriate students only.

Additional responsibilities for Test Administrators administering Special Paper Version tests (Braille, Large Print, and regular-sized print tests) include:

☐ Receiving the Special Paper Version test materials from the Test Coordinator;

☐ Verifying that the student's responses are entered into TestNav within the test window; and

☐ Returning all the Special Paper Version test materials to the Test Coordinator.

Test Administration Schedule

AIMS Science is not a timed test. A test session must be completed by the end of the regularly scheduled school day.

Students taking the same test within the same school are not required to test on the same day.

Students in Grades 4 and 8 are administered two test sections (Section 1 and Section 2). Students are not required to take Section 1 and Section 2 on the same day. However, Section 1 must be completed before Section 2. High School students taking AIMS Science are administered one test section.

Administering AIMS Science tests on dates other than those shown without the written permission of the Assessment Section of the ADE is a serious testing violation. AIMS Science tests are to be administered at Arizona schools. Students must be tested in a physical building designated as a testing site by the school. AIMS Science tests may be administered in a home or hospital setting for a single student. AIMS Science tests cannot be administered outside the state of Arizona.

Make-up science tests are to be scheduled anytime during the test window, but must be completed by April 17, 2020.

AIMS Science Test Online Administration	
Test Window: Monday, March 23, 2020–Friday, April 17, 2020 Student responses from Special Paper Version tests must also be entered into TestNav no later than April 17, 2020.	
Grade(s)	**Section(s)—Approximate Time**
4 and 8	2 sections (Section 1 and Section 2)—45–60 minutes each Section 1 must be completed prior to starting Section 2. When two test sections are scheduled on the same day, there must be a break between sections.
High School	1 section—2 hours

NOTE: All student responses from Special Paper Version tests must also be entered within this testing window.

Section One: Before AIMS Science Test Administration

Test Security

All Test Coordinators and Test Administrators must be trained in proper test security procedures, must sign an *Achievement Test Security Agreement*, and must adhere to test security procedures.

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

- Share their username/password for PearsonAccess[next];
- Log into TestNav as a student unless assisting student with log in procedures;
- Capture images of any part of the test via any electronic device;
- Duplicate in any way any part of the test;
- Examine, read, or review the content of any portion of the test;
- Disclose, or allow to be disclosed, the content of any portion of the test before, during, or after test administration;
- Discuss any AIMS Science test item before, during, or after test administration;
- Allow students access to test content prior to testing;
- Allow students to share information during test administration;
- Read any parts of the test to students, except as indicated in the AIMS Science Test Administration Directions, or as part of an accommodation;
- Influence students' responses by making any kind of gestures (for example, pointing to items, holding up fingers to signify item numbers or answer options) while students are taking the test;
- Instruct students to go back and reread/redo responses after they have finished their test as this instruction may only be given before the students take the test;
- Review students' responses;
- Change students' answer choices;
- Read or review students' scratch paper;
- Participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures.

Test Administrators and Proctors may **not** assist students in answering test questions. Test Administrators and Proctors may **not** translate, reword, or explain any test content. No test content may ever be discussed before, during, or after test administration.

Use of Unacceptable Resources

Students are not permitted to use resources on AIMS Science tests that

are not specifically identified in this manual or *Arizona Accommodation Manual* posted on the ADE website at **https://www.azed.gov/assessment/accessibility/**. The use of unacceptable resources during AIMS Science testing is a test security violation and may result in the student's test being invalidated.

Test Administrators and Proctors should monitor students while testing. If students are observed using unacceptable resources, including but not limited to unacceptable reference materials, cell phones, or other electronic devices, the unacceptable resource must be removed and your Test Coordinator must be contacted as soon as possible. Allow the student to continue testing once the unacceptable resource has been removed.

Personal electronic devices, including but not limited to cell phones, smart watches, and other electronic devices, are the single largest source of test security violations. As such, students are not permitted to have access to any personal electronic devices during AIMS Science testing. Test Administrators should ask students to place all personal electronic devices in their backpacks and move their backpacks out of reach prior to starting AIMS Science testing.

Testing Conditions, Tools, and Accommodations

All AIMS Science Test Administrators are expected to read and follow the guidance in the *Arizona Accommodation Manual* posted on the ADE website at www.azed.gov/assessment/accessibility*.*

Universal Test Administration Conditions are specific testing situations and conditions that may be offered to any student to provide a comfortable and distraction-free environment. Certain accommodations are available to students with an injury, English learner students, and students with a disability. Accommodations are provisions made in how a student accesses the test and/or demonstrates learning that do not alter the validity of the test, score interpretation, reliability, or security of the test.

Providing unacceptable accommodations to students who may receive accommodations, providing accommodations to students who may not receive them, or failing to indicate that accommodations were provided are test administration errors. Test Administrators must know which students are eligible to receive accommodations and which accommodations are appropriate for each eligible student. Test Administrators must provide appropriate accommodations for eligible students and indicate which accommodations were provided to students.

Test Settings and Accommodations

Students who require specific test settings or testing accommodations must have those set in PearsonAccess^next before the test session. Users with an AIMS Science user role of District Test Coordinator, School Test Administrator, or School Test Coordinator can change all test settings and accommodations in PearsonAccess^next any time prior to testing. Information on how to add and update accommodations can be found in the *AIMS Science PearsonAccess^next User's Guide*.

For students that require Special Paper Version tests, the Test Administrator must follow the *AIMS Science Test Administration Directions Supplement for Special Paper Version Tests* for administrating and entering student's responses into TestNav.

User Roles in PearsonAccess^next

Each Test Administrator must have the appropriate user role in the PearsonAccess^next system provided by the Test Coordinator.

Any adult that will be entering student responses into TestNav for students that were administered a Special Paper Version Test must also have an appropriate user role.

Location for Testing

The location for testing must be determined prior to testing. AIMS Science is to be administered at Arizona schools. Students must be tested in a physical building designated as a testing site by the school. The AIMS Science test may be administered in a home or hospital setting for a single student. AIMS Science cannot be administered outside the state of Arizona.

Preparing the Room for Testing

The testing room should be prepared for the AIMS Science test administration prior to the testing date.

- Each testing room should have a "Testing – Do Not Disturb" sign on its door.
- Good lighting, ventilation, and freedom from distracting noises and interruptions are important for student performance.
- Poster-size versions of the Periodic Table of Elements may remain posted during AIMS Science testing for high school. **All other visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.**
- Any motivational signs for testing must be removed or covered completely.
- Arrange student seating so that students cannot easily see the computer

screens of others and so that the Test Administrator(s) and Proctor(s) can walk by each student

- Students' desks and tables should be cleared of backpacks and unnecessary materials prior to the beginning of the test session.

Test Administration Materials

Test materials that must be supplied by schools for testing rooms include:

- Electronic or paper copy of AIMS Science Test Administration Directions
- One computer or compatible device for the Test Administrator
- One computer or other approved device for each student to be tested with the TestNav application installed
- "Testing – Do Not Disturb" signs
- List of students to be tested
- Printed Student Testing Ticket for each student to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank or lined scratch paper
- Sign in/out log for restroom breaks

Prepare Student Devices for Testing (including devices that will be used to enter student responses for Special Paper Version tests)

Test Administrators are responsible for ensuring the following:

- All testing devices are in working order.
- TestNav application has been downloaded and installed on all devices.
- Each device must have the required headphone, keyboard, and mouse and be in working order.

Before students arrive to take an AIMS Science test, the Test Administrator should close all programs on each testing device, then launch the TestNav application.

The student **Sign In** screen should be showing when students enter the room to take the test. In the event of technical difficulties with TestNav, contact your Test Coordinator.

Arizona Sign In Screen

Practice Tests

Students should take the AIMS Science Practice Test prior to taking the Spring 2020 AIMS Science test. Although it is not a scored test, students will become acquainted with the online tools, navigation features, and item types while taking the Practice test.

Start Test Session

Before testing begins, each test session must be started in PearsonAccess[next]. Upon starting a test session, each student's test is in locked status. On testing day, students present for testing must be unlocked in PearsonAccess[next] before students can sign into TestNav with their credentials supplied on the testing ticket. Refer to the *AIMS Science PearsonAccess[next] User's Guide* for detailed instructions on how to start a test session and unlock a test session.

Signing Into TestNav to Begin Testing

Computers and headsets should be in place when students arrive. TestNav should be downloaded and the "Sign In" screen should be visible.

Write the Section Seal Code (Section 1 or Section 2) in a place visible to all testing students.

Students must have their testing tickets in order to sign in to the AIMS Science test in TestNav.

Prepare for Online Testing

Testing Tickets

Testing tickets contain the information that is required for students to log into TestNav. Testing tickets are available resources in PearsonAccess[next].

Sample Testing Ticket

The Test Coordinator or the School Test Administrator may print testing tickets for TestNav. Please refer to the **Session Resources** section of the *AIMS Science PearsonAccess^next User's Guide* for instructions on how to print testing tickets for students. Testing tickets will generate in a PDF and default to display 10 tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed. Testing tickets are considered secure test materials and should be stored securely when not in use. Testing tickets must be collected at the end of a testing session regardless of whether testing is completed or not for the day.

Seal Codes

Seal Codes are needed to unlock the sections of a test in TestNav. When a test section is sealed, students cannot proceed into the sealed section of the test. Each sealed section requires a different Seal Code. The number of Seal Codes used is determined by the number of sealed sections in the test. Prior to testing day, the Test Administrator needs to print out Seal Codes for all sections. All students in a session will use the same Seal Code to unlock each section of the test. Seal codes are considered test materials and should be stored securely when not in use.

Sample Seal Codes

Section Two: During AIMS Science Test Administration

AIMS Science is a standardized test. Test Administrators must have an electronic or paper copy of this document. The Test Administrator **must** follow the directions exactly as stated in this document.

The scripted directions are formatted to guide you through test administration and to help ensure proper testing procedures. Please review the directions in advance to become familiar with the scripted text and testing procedures. Read aloud to students only what is marked with a "SAY" in the scripted directions.

Section Four of this document includes the scripted directions for the online AIMS Science test. Section Six of this document includes the scripted directions for Special Paper Version tests.

Breaks During Test Session

- Individual students are allowed to use the restroom. Students must fill out the classroom sign in/out log for restroom breaks when leaving and returning to the room.
- Stretch breaks are allowed on an individual student basis, as needed. Students may not talk, use their cell phones, or leave the room during their stretch break.
- Group or class stretch breaks are not allowed. Students cannot be stopped from testing by the Test Administrator for a stretch break.
- Significant breaks (individual or group) 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.

Monitoring Testing

During the administration of AIMS Science, 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.

Test Administrators and Proctors may answer student questions about test directions. Test Administrators and Proctors may not answer student questions about test content.

Monitor Test Status

Test Administrators can monitor test sessions in the **Students in Sessions** screen in PearsonAccess^next. Test Administrators can view student status, lock or unlock students' tests, and manage test sections.

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 and be subject to the disciplinary procedures established by the school for such occurrences after completion of testing. If the student is believed to have participated in cheating, contact the Test Coordinator for guidance.

The Arizona Department of Education 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 testing session. However, students may be allowed to go to the restroom, if necessary, during testing. Only one student may leave at a time.

Students must fill out the classroom sign in/out log for restroom breaks when leaving and returning to the room. Students may not take cell phones or any other electronic devices when going to the restroom.

Students Who Leave School During Testing

Students who need to leave school before completing a particular testing session of AIMS Science, including those students who leave due to illness, are ineligible to continue the test for that testing session. The Test Administrator should inform the student that he/she will **not** be permitted to finish the test when the student returns to school.

The Arizona Department of Education recommends that documentation identifying the time the student left the testing room, the testing session in progress at that time, and the reason for leaving early be kept.

The student must submit his or her test before leaving the room. If the student is unable to submit the test, the Test Administrator may pause the test for that student and the test will automatically be submitted for scoring at the end of the testing day.

If the student in Grades 4 and 8 returns to school during the testing window, he or she may continue testing on any test session(s) that have not yet been started.

Troubleshoot Guidance During Online Testing

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

- **Student unable to log in** – Student must type his or her username and password exactly as listed on the student's testing ticket. Verify that the student's test session is in **Ready** status in PearsonAccess[next].

- **Student in "Exited" status** – Student has signed out of TestNav.

- **Student in "Completed" status** – Student has completed and submitted the test session.

- **Test Session Stopped** – A session can only be stopped when testing is complete and students' statuses are complete. When testing is complete, students cannot be added to the session.

For any issues that prevent students from continuing to test, the Test Administrator must notify the District Test Coordinator on the same day. All test improprieties must be submitted in PearsonAccess[next] by the District Test Coordinator on the day of the occurrence. The District Test Coordinator logs into PearsonAccess[next] and indicates which student(s) need to be invalidated and why. ADE will go into PearsonAccess[next] to review those requests for invalidations. ADE will comment in PearsonAccess[next] if the students are invalidated or not.

Section Three: After AIMS Science Test Administration

Students Who Need Additional Test Time

Most students should have time to finish the test during the allotted time. Students who require additional time must be allowed to complete the test. Follow the procedures established by your Test Coordinator for those students who need additional time to complete the test. Students cannot leave for a break until their test session is complete; however, students can have lunch brought to them, if necessary.

For Online testing:

- If a student continues working on the current computer, he or she can continue to test.
- If a student must be moved to another computer or room, he or she must sign out of his or her test session before moving to another computer or room. The Test Administrator will have to **"Resume"** the student's test session.

Ending Online Testing

When a student has finished testing, Test Administrators should verify that the student has submitted his or her test and then collect any scratch paper. Test Administrators can verify that a test has been submitted by checking the student Status column in the TestNav system for a status of "Submitted." Refer to the *AIMS Science PearsonAccess^next User's Guide* for more details on checking test statuses.

Once a student has submitted his or her test and returned any scratch paper, he or she may read or do classwork silently while waiting for the scheduled test session to end. Students may not use the computer or have access to their cell phones or other electronic devices until the end of the test session.

Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper. Follow the directions of your Test Coordinator regarding the return or disposal of this manual.

Marking Non-Embedded Test Accommodations
For students who received non-embedded accommodations that were not previously indicated, the Test Administrator who witnessed the use of the testing accommodation(s) or who provided the testing accommodation(s) must provide this information to the School Test Coordinator to update TestNav.

Special Paper Version Test

All student responses from a Special Paper Version test must be transferred into TestNav. Special Paper Version tests must be returned to the District Test Coordinator. Refer to the directions on page 31 of this manual.

Section Four: Scripted Directions for Online AIMS Science Tests

To begin a section:

- *Launch the TestNav application on each testing device.*
- *Write the seal code in a place that is visible to all testing students.*
- *Distribute test tickets.*

The use of scratch paper is allowed for all parts of the AIMS Science test. All scratch paper must be collected at the end of the testing session and securely destroyed following your district's directions.

Students may <u>not</u> use a calculator for any part of this test. Any student who has a calculator in his or her possession during this testing session <u>will</u> have his or her science test invalidated.

Grades 4 and 8:

The AIMS Science test is administered in two sections. Students must complete Section 1 before completing Section 2. There is one test session for each section with a significant break between the sessions.

Grade HS:

The AIMS Science test is administered in a single test session.

Online Testing Scripted Directions for AIMS Science

SAY ▶ **Today, you will be taking the AIMS Science test.**

Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer. Cell phones, smart watches, or any other electronic devices are not permitted during the entire test session. Any student who has a personal electronic device in his or her possession during this test session <u>may</u> have his or her Science test invalidated. If you have a device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.

The Science test is not a timed test. If you have not completed the Science test at the conclusion of this test session, you will be allowed to continue working.
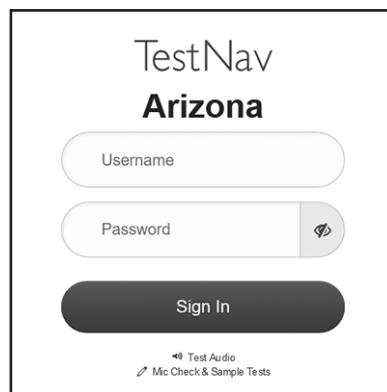
Scripted Directions for Online AIMS Science Tests (cont.)

> **However, you must complete the Science test by the end of today's school day.**
>
> **Are there any questions?**

Answer any questions.

SAY ▶ **You will see the "Sign In" screen on your computer. You will perform a sound check by clicking on the "Test Audio" link on the Sign In screen. Put on your headphones. When you hear the sound, remove your headphones for more directions.**

SAY ▶ **Raise your hand if you do not hear the sound.**

Assist any students who are unable to hear the audio.

- *Check to make sure the headphones are securely plugged in to the correct jack or USB port.*
- *If the headphones have a volume control, ensure the volume is not muted.*
- *Ensure that the audio on the computer is not muted.*

If audio issues cannot be resolved, move student to another computer with working audio.

SAY ▶ **You will now sign in to the test. On the Sign-In screen, enter your Username and Password as provided on your testing ticket, then click the blue Sign In button.**

Scripted Directions for Online AIMS Science Tests (cont.)

*Note: If any student information is incorrect, the student **must not** proceed with testing. The student's information must be corrected in PearsonAccess^next. A new testing ticket must be printed for the student.*

Verify that all students are signed in.

SAY ▶ **Now, you will see the Welcome screen. Check that your name appears correctly in the top right corner of the screen. Raise your hand if the name is not correct.**

SAY ▶ **Click the Start button.**

Type the Seal Code in the Seal Code field.

SAY ▶ **Once you have typed in the Seal Code, click the blue Start button to continue.**

Section Four:
Scripted Directions for
Online AIMS Science Tests

Scripted Directions for Online AIMS Science Tests (cont.)

Make sure all students are on the correct screen on their computers, showing the AIMS Science logo, before continuing.

SAY ▶ The tools are located at the top of the screen.

- **The Previous and Next arrow buttons move you through the test. As you move through the test, some items may take a few seconds to display.**
- **There are buttons to review and bookmark questions as well as pointer, notepad, and answer eliminator buttons.**
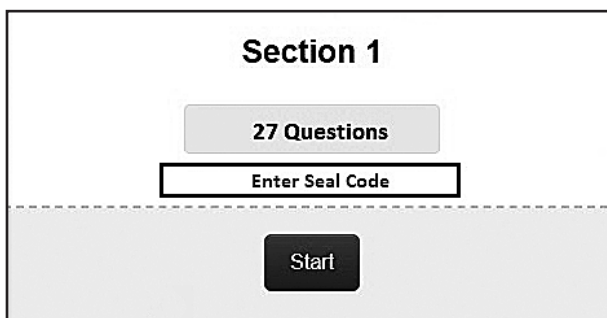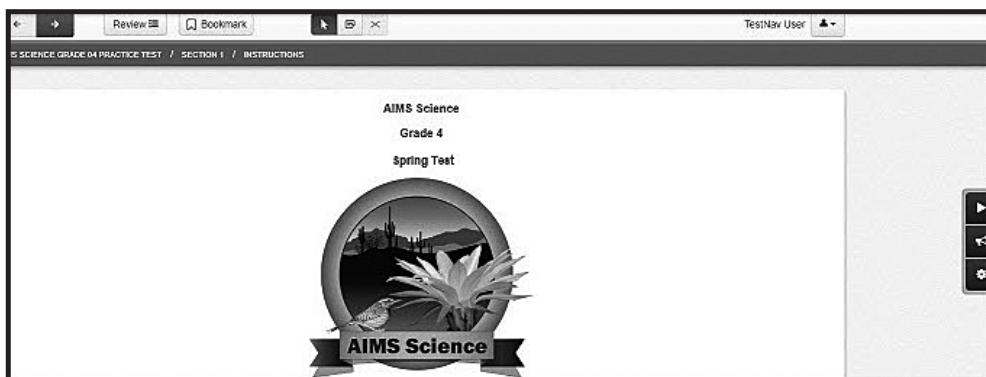- **The User drop down next to your name has background color, magnifier, line reader mask, and sign out.**

SAY ▶ On the right side of the screen, you will find three accessibility tools for you to use, if needed.

- **The Play Text-to-Speech tool allows text to be read to you aloud.**
- **The Toggle Click-to-Hear tool highlights and reads aloud selected text.**
- **The Text-to-Speech Settings allow you to change speed and volume of text-to-speech.**

Are there any questions?

Answer any questions.

SAY ▶ *(For Grade 8 , only)* **You will also see an "Exhibits" icon. When you click on it, you will see the AIMS Science Reference Sheet. You may use it when necessary by clicking on it.**

Scripted Directions for Online AIMS Science Tests (cont.)

Continue directions for all grade levels.

> **SAY** ▸ **At the end of the science test, you will have a chance to go back and review your answers using the "Review" drop down menu. If you are satisfied with your answers, click the "Submit" button.**
>
> **The section Exit Warning will show. If you are ready to submit your test, click the "Yes" button.**
>
> **You must remain silent until the conclusion of the test session.**
>
> **Are there any questions before we begin?**

Answer any questions.

> **SAY** ▸ **The test contains Science questions. You will read a multiple-choice question and then choose one of the answers that follow. To move forward to the next question, use the Next arrow button.**
>
> **Please answer all questions.**
>
> **When you finish Section 1, you may go back and check your work for Section 1 <u>only</u>. Make sure that you have marked all the answers.**

Are there any questions?

Answer any questions.

> **SAY** ▸ **Now we are going to start the test. Click on the "Next" arrow button to begin.**

*While students are taking the AIMS Science test, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.***

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

Scripted Directions for Online AIMS Science Tests (cont.)

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks "Sign Out" prior to leaving the room. When the student returns to the testing room, the student will sign in again and the Test Administrator will need to resume the student's test. Refer to the AIMS Science PearsonAccess^next User's Guide for detailed instructions on resuming a student's test.

As students are testing, monitor students' test progress in PearsonAccess^next (refer to the AIMS Science PearsonAccess^next User's Guide for detailed instructions on Monitoring Student's Status). Most students should have had enough time to finish during the allotted 45– to 60–minute testing session.

As each student finishes the test, do not allow students to use electronic devices, including cell phones, until after all students are signed out of the test session.
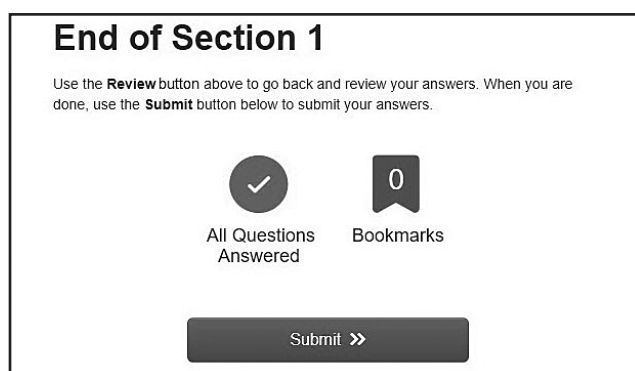
When the test session ends:

> SAY ▶ **The test session is now over. If you have not finished testing, you will be allowed to continue working, but "Sign Out" at this time.**
>
> **If you have finished testing, reviewed your answers, and have not yet clicked the "Submit" button, you may click the green "Submit" button now.**

*The student will see the screen below at the end of a section. The screen below says **End of Section 1**. High school students will also see the same screen at the end of the section/test. This screen shows which section the student has completed, as well as the number of unanswered questions, questions answered, and bookmarked questions. The student can click **"Review"** to review questions only in that section. After students leave a section, they cannot go back to that section.*

End of Section 1

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit** button below to submit your answers.

✓ All Questions Answered   🔖 0 Bookmarks

Submit »

*(For Grades 4 and 8) Once the student clicks the **"Submit"** button, the student's test opportunity will end, and the student will not be able to continue to test. This section of the AIMS Science test cannot be reopened once the student clicks **"Submit."***

Scripted Directions for Online AIMS Science Tests (cont.)

Students in Grades 4 and 8 will receive a warning that they are about to leave this section.

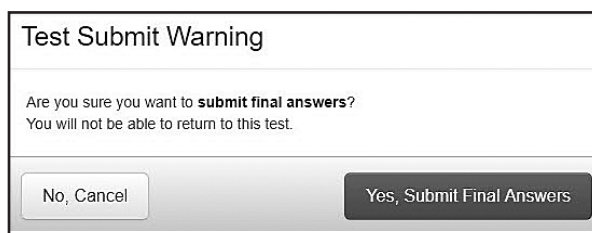*Students in high school will receive a warning that they are about to submit their final answers.*

SAY **This concludes the test session.**

*(For High School Students) After the student clicks **Submit Final Answers**, TestNav displays the **Test Submit Warning** screen. This warning confirms that the high school student is ready to exit the test. The warning tells the student that he or she cannot return to the test after clicking the green **Yes, Submit Final Answers** button.*

*When the student clicks **Yes, Submit Final Answers**, TestNav logs the student out and displays the **Sign Out Complete Page**.*

SAY **This ends the AIMS Science test.**

*At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have not completed their test and have the student **"Sign Out"** of the test section.*

Scripted Directions for Online AIMS Science Tests (cont.)

(Grade 4 and Grade 8) Students must complete Section 1 before being dismissed for the significant break.

Once students are dismissed for the break, they may not return to Section 1. When all students have finished Section 1 or the allotted time for the session has ended, verify that all other students have submitted their test.

Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.

*If all students have completed testing in the test session, this will end the test session. Next, click **"Sign Out"** in the upper-right corner of the TestNav system.*

Collect all test materials from the students. All test books and testing tickets should be treated as secure documents and must be accounted for at the end of each testing session. Missing test books must be located prior to dismissing students. All test materials must be kept in secure, locked storage until the administration of Section 2 of the test.

(Grades 4 and 8) Following a significant break or on another test day, students in Grades 4 and 8 must complete Section 2 of the test.

(High School Students) There is only one section/session for high school students. High school students are finished with the test administration.

(Grades 4 and 8) Section 2 of the AIMS Science test is administered exactly the same way as Section 1 was administered. The same rules and procedures apply to Section 2 of the AIMS Science test.

To begin this section:

- *Launch the TestNav application on each testing device.*
- *Write the seal code in a place that is visible to all testing students.*
- *Distribute test tickets.*

> **SAY**   **Type the Seal Code for Section 2 in the Seal Code field.**

Section 2

[27 Questions]

[Enter Seal Code]

- -

[Start]

Scripted Directions for Online AIMS Science Tests (cont.)

> SAY ▶ **Once you have typed in the Seal Code, the Start button will turn blue to show that it is activated. Click the blue "Start" button to continue.**

Follow the same steps and procedures as the ones performed in the prior test section.

Section 2 multiple choice questions will start immediately.

The student will see the screen below at the end of the section. The student can click **"Review"** *to review questions only in that section. After students leave a section, they cannot go back to that section.*

End of Section 2

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

✓ All Questions Answered   🔖 0 Bookmarks

Submit Final Answers

> SAY ▶ **To submit your answers click on the green "Submit Final Answers" button.**

After the student clicks **"Submit Final Answers,"** *TestNav displays the* **"Test Submit Warning"** *screen. This warning confirms that the student is ready to exit the test. The warning tells the student that he or she cannot return to the test after clicking the green* **"Yes, Submit Final Answers"** *button.*

Test Submit Warning

Are you sure you want to **submit final answers**?
You will not be able to return to this test.

No, Cancel   Yes, Submit Final Answers

When the student clicks **"Yes, Submit Final Answers,"** *TestNav logs the student out and displays the* **"Sign Out Complete Page."**

Scripted Directions for Online AIMS Science Tests (cont.)

At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have signed out of their test session.

When all students have finished Section 2 or the allotted time for the session has ended, verify that all other students have submitted their test.

SAY ▶ **This is the end of Section 2 of the AIMS Science test.**

Section Five: Special Paper Version Tests

Braille, Large Print, and Regular-Size Paper Version Tests

Several testing issues are unique to the population of some students. The purpose of this section is to assist Test Administrators with the proper administration of the Special Paper Version tests: Braille, Large Print and Regular-Size Print AIMS Science tests.

Test Administrators must provide students using the Special Paper Version tests enough time to complete the AIMS Science test. The Test Coordinator should ensure that every Test Administrator administering a Special Paper Version test is provided with the appropriate Special Paper Version test materials.

Special Paper Version Test materials include:

- Regular-Size Print Test Book
- Large Print Test Book
- Braille SPV Kit:
  - Braille Test Book
  - Grade 8 Braille Reference Sheet

Administering Special Paper Version Tests and TestNav

Students taking the Special Paper Version tests should record their responses by marking their responses directly on the Special Paper Version test book. The Test Administrator must record responses directly into TestNav after the student completes the test or a section of the test. **Responses not recorded in TestNav will not be scored.**

Section Six: Scripted Directions for Special Paper Version Tests

Prior to beginning a test session, the Test Administrator should write the following information on the board to assist students in completing the front cover of their test booklets: Teacher Name, School, and District.

Materials required to administer Special Paper Version tests:

- *AIMS Science Test Administration Directions*
- A "Testing—Do Not Disturb" sign
- #2 pencil
- Scratch paper for AIMS Science test (students can write directly in test booklets)

Students can record their responses by marking directly on Special Paper Version test books. All responses must be recorded by an adult into TestNav to be scored.

*Students may **not** use calculators for any part of the AIMS Science test. Students may **not** use dictionaries for any part of the AIMS Science test.*

AIMS Science Grades 4 and 8 is administered in two parts. The test sessions can be administered in 1 or 2 days. If administering both sessions in one day, there must be a significant break between sessions.

AIMS Science High School is administered in one test session.

> **SAY** **Today you will be taking the AIMS Science Test.** *[For Grades 4 and 8 say* **"Part 1"** *or* **"Part 2".]**
>
> **Talking during the test is not allowed and you may not discuss the questions or your answers after the test. Keep your eyes on your own test. Cell phones, smart watches, or other electronic devices, are not permitted during the entire testing session. Any student who has any electronic device, including a cell phone, in his or her possession during AIMS Science testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.**

Part 1 for Grades 4, 8 and HS

> **SAY** **On the front cover of your test booklet, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" as shown on the board.**

SAY ▶ *(For Grade 8)* **Open your test book to page 1 and look at the AIMS Science Reference Sheet. You may use the information from the AIMS Science Reference Sheet at any time during the test. Braille students will receive a separate reference sheet along with their Braille test booklet.**

*Student **MUST** use the same test book for both Part 1 and Part 2. Test books must be collected from students at the end of Part 1 and then handed back out to students when beginning Part 2 of the test. There should be a significant break between test sessions.*

Part 2 Only

SAY ▶ **Verify that the name on the cover of your test booklet is your name.**

Continue for all grade levels.

SAY ▶ **The test book contains science questions. You will read a multiple-choice question and then choose one of the answers that follow. You may write in your test book, and you must mark all your answers in the test book.**

You may <u>not</u> use a calculator for any part of this test.

When you finish *[For Grades 4 and 8 say* **"Part 1"** *or* **"Part 2"***]* **of the Science test, you will see the stop sign.**

Stop ⬤

SAY ▶ **When you see the stop sign, check to be sure that:**

• Every question in Part *[For Grades 4 and 8 say* **"Part 1"** *or* **"Part 2"***]* **of the AIMS Science test book has been answered.**

You may <u>not</u> use a calculator for any part of this test. Any student who has a calculator in his or her possession during this test <u>will</u> have his or her science test invalidated.

Refer the student to the correct page and sample item depending on what test session is being administered.

Part 1 Only

SAY ▶ **Open your test book to** *[for Grade 4, say* **"page 1"***; for Grade 8, say* **"page 3"***; for High School, say* **"page 1"***].*

We will begin by doing one sample multiple-choice question. Read Sample A in your test book, then mark the answer you choose. When you have finished Sample A, stop working.

Give students time to answer Sample A.

SAY ▶ **The correct answer for Sample A is "C."**

(For High School Students) Give students time to answer Sample B.

SAY ▶ **The correct answer for Sample B is "A."**

Part 2 Only

SAY ▶ **Open your test book to** *[for Grade 4, say* **"page 19"**; *for Grade 8, say* **"page 23"***].*

We will begin by doing one sample multiple-choice question. Read Sample B in your test book, then mark the answer you choose. When you have finished Sample B, stop working.

Give students time to answer Sample B.

SAY ▶ **The correct answer for Sample B is "A."**

Part 1 and Part 2

SAY ▶ **When you finish this session you may go back and check your work** *[for Grade 4 and Grade 8, say* **"for this part only."***]*. **Make sure that you have marked all your answers. Raise your hand, and I will collect your test materials.**

(For Grades 4 and 8) **Do not go to another part of the test.**

After each student has completed each part of the AIMS Science test, the student AIMS Science responses must be entered in TestNav. Responses not recorded into TestNav will not be scored.

(Grades 4 and 8) Students that will be taking both Part 1 and Part 2 on the same day must complete Part 1 before being dismissed for the significant break. Once students are dismissed for the break, they may not return to Part 1.

All test books must be returned to the District Test Coordinator. All student responses must be entered in TestNav prior to the materials being returned to Pearson. Student responses not entered into TestNav by the end of the test window will not be scored.

Preparing to Enter Responses into TestNav

Districts may review students in PearsonAccess^{next} after the initial student upload. The student Registration information file does not include information regarding student IEP/504 Plan Requirements or Accommodations. Preparing a Session in PearsonAccess^{next} is the action that links the students in the Session with their assigned form in TestNav. All students that need a Special Paper Version test must be assigned a Special Paper Version Test Accommodation in PearsonAccess^{next}. All students that have a Special Paper Version Accommodation must also be registered in a Special Paper Version test session. Refer to the *AIMS Science PearsonAccess^{next} User's Guide* for complete instructions on how to assign and register a student to a Special Paper Version test.

Starting a Session and Unlocking Student Tests in PearsonAccess^{next}

Once all students have been assigned to a Special Paper Version test session in PearsonAccess^{next}, the Test Coordinator or Test Administrator may begin preparing for testing. Prior to the test day, the test session resources must be accessed from PearsonAccess^{next}.

On testing day, a test session must be started, and students tested with a Special Paper Version test must be unlocked by the Test Administrator in PearsonAccess^{next}. This must be done prior to signing in to TestNav with the students' credentials supplied in the testing ticket. Refer to the *AIMS Science PearsonAccess^{next} User's Guide* for detailed instructions on how to approve students for testing.

Testing Tickets

Testing tickets are an available resource in PearsonAccess^{next}. Testing tickets contain the students' information that is required for the Test Administrator to log into TestNav as the student.

Sample Testing Ticket


```
STUDENT TESTING TICKET
Student:       Lastname1, Firstname1
SSID:          11111111
Session:       AIMS SCIENCE GRADE 4
Date of Birth: 11/05/2006
Test:          AIMS SCIENCE GRADE 4

Select Arizona in the application.
Username: 11111111    Password: 6df421
```

Seal Codes

Seal Codes are required to unlock the sections of a test in TestNav. When a test section is sealed, you cannot proceed into the sealed section of the test. Each sealed section requires a different Seal Code. The number of Seal Codes used is determined by the number of sealed sections in the test. Prior to testing day, the Test Administrator needs to print out Seal Codes for all sections. You will use the same Seal Code to unlock each section of the test for all students in this session. Seal Codes are considered test material and should be stored securely when not in use.

Sample Seal Codes

Seal Codes

Session Name	AIMS SCIENCE GRADE 4
Test	AIMS SCIENCE GRADE 4
Start Date	03/25/2019 09:22:03 AM
Location	

Seal Codes are needed to unlock sections of a test. When a test section is sealed, students cannot proceed into the sealed section of the test.

Each sealed section requires a different Seal Code

The number of Seal Codes you will use is determined by the number of sealed sections in the test. You must use the Seal Codes in the exact order in which they are listed below. For instance, if the table contains two sealed sections, use only the first two Seal Codes and ignore the remainder.

Allow Access to **Section 1: Section 1**, by providing the Seal Code:
4369

Allow Access to **Section 2: Section 2**, by providing the Seal Code:
8989

Signing In to TestNav

When it is time to enter the student responses, the Test Administrator will sign into TestNav as the student, using the information provided on the testing ticket. The **Arizona Sign In** screen should be visible. The Test Administrator should have the testing ticket and the Seal Code from PearsonAccess[next] ready to sign in to the AIMS Science test as the student.
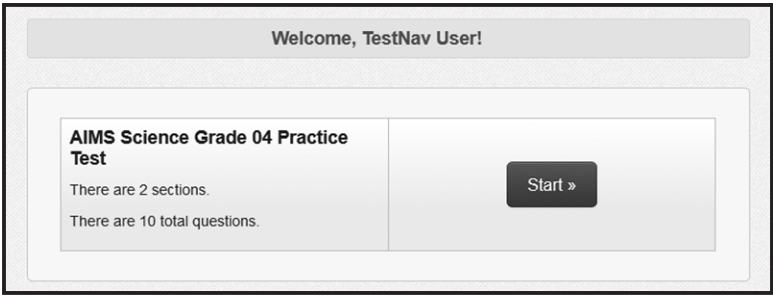
TestNav Sign In Screen

On the **Sign In** screen, the Test Administrator will enter the students' Username and Password as provided on the **testing ticket**, then will click the blue **Sign In** button. Section 1 will not begin until the Part 1 **Seal Code** is entered. Once the correct 4-digit code is entered, the **Start** button will turn blue.

Section Six: Scripted Directions for Special Paper Version Tests

Once signed in, make sure the student's name appears in the top right corner of the screen.

Note: If any student information is incorrect, you must not proceed. Contact the Test Coordinator.

The Test Administrator will see the AIMS Science TestNav **User Welcome Screen**.

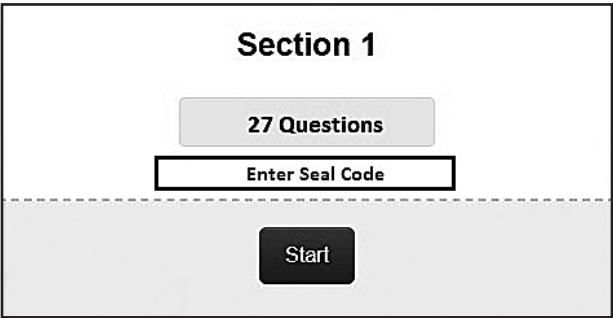<div align="center">TestNav Sign In Screen</div>

Click the blue **Start** button.

Next, you will type the **Seal Code** in the Seal Code field.

<div align="center">Section 1 Seal Code Field</div>

Grades 4 and 8

The AIMS Science SPV Grades 4 and 8 tests are administered in two sections. There is one test session for each section. There is one Seal Code for Section 1 and a different Seal Code for Section 2.
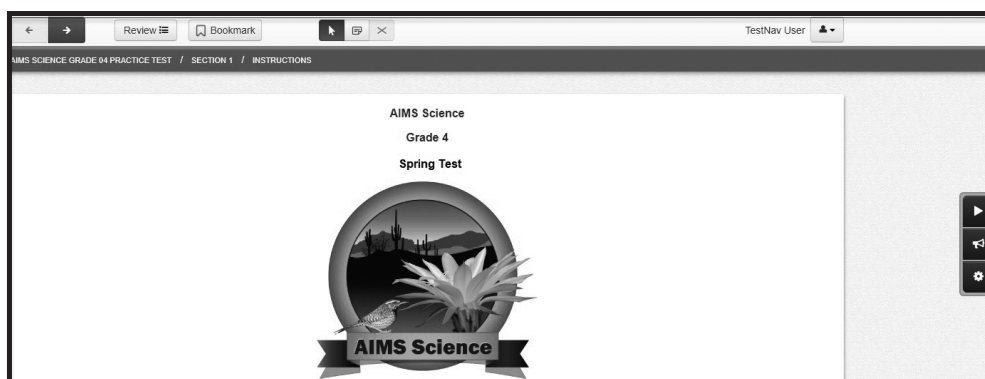
High School

The AIMS Science SPV High School test has a single test session. There is only one Seal Code for the entire test session.

Once the **Seal Code** is typed in for Grades 4, 8, or high school, the **Start** button will turn blue to show that it is activated. Click the blue **Start** button to continue.

On the next screen, at the header bar, the Test Administrator will see the different buttons available to use throughout the test.

AIMS Science Test Screen

The first three questions will relate to information about the Test Administration and key entry. The Test Administrator will first respond to these questions and then proceed to entering the student responses from the test book into the online test in TestNav. No sample questions will be displayed when the Test Administrator is entering student responses in TestNav.

Entering Student Responses into TestNav

Student responses must be entered in TestNav by clicking on the radio button next to the answer as the student marked on their Special Paper Version test book. Grades 4 and 8 will have two test sections and high school will have a single test section.

Once the student responses have been entered for a section, the Test Administrator will see the "End of Section" screen. This screen shows which section has been completed, as well as the number of unanswered questions, questions answered, and bookmarked questions. After the Test Administrator leaves a section, they cannot go back to that section.

End of Section 1

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit** button below to submit your answers.

✓ All Questions Answered

0 Bookmarks

Submit »

Note: Once the Test Administrator clicks the Submit button, the test opportunity will end, and they will not be able to continue the section of the test. This section of the AIMS Science test cannot be reopened once they click **Submit**.

The Test Administrator will see the **Section Exit Warning** screen after clicking the **Submit** button. This warning reminds the Test Administrator that he or she cannot return to this section after exiting it. They can click **Yes** to go to the next section, or **No** to close the warning message and review questions in that section.

Section Exit Warning

You are about to leave this section and will not be able to return once you exit. Are you sure you want to leave?

Yes   No

If ready to submit the test, click on the blue **Yes** button.

To submit the answers, click on the green **Submit** button.
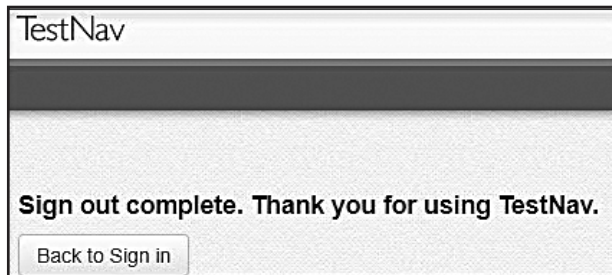

Test Submit Warning

Are you sure you want to **submit final answers**? You will not be able to return to this test.

No, Cancel   Yes, Submit Final Answers

Section Six: Scripted Directions for Special Paper Version Tests

The Test Administrator will see the Test Submit Warning. This warning confirms that they are ready to exit the test. The warning tells them that he or she cannot return to the test after clicking the green **Yes, Submit Final Answers** button.

When the Test Administrator clicks **Yes, Submit Final Answers**, TestNav logs them out and displays the **Sign Out Complete Page**.

After Testing

Special Paper Version tests must be returned to the District Test Coordinator.

Section Six: Scripted Directions for Special Paper Version Tests

Pearson

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