



**AIMS A Science 2017**

**Test Coordinator Manual**

**Arizona's Instrument to Measure Standards**

**Alternate - Science**



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## **AIMS A Science Alternate Assessment**

Students with a significant cognitive disability (SCD) will be administered AIMS A Science in the spring of each school year. The assessment continues to be aligned with the current Arizona Alternate Academic Standards for science. AIMS A Science will remain in effect until new Science Standards have been adopted by the State Board of Education. Each year eligible students are assessed in Science in Grades 4, 8, and 10. See Eligibility on pages 2-4.

## **Federal Guidance**

Arizona's Instrument to Measure Standards Alternate for Science (AIMS A Science) is an alternate assessment based on alternate achievement standards that was specifically developed to assess students with significant cognitive disabilities (SCD) as prescribed by Title I of the Every Student Succeeds Act (ESSA, 2015). AIMS A Science measures student ability on grade-level alternate academic standards; these standards are based on the Arizona Academic Standards, however, the breadth, depth, and complexity has been reduced as delineated in federal laws covering this population (IDEA, 2004).

ESSA requires inclusion of all students with disabilities in the State assessment system. Title I further requires that the assessment results for all students be used for system accountability to ensure that the best education possible is provided to all students (Improving the Academic Achievement of the Disadvantaged, 2007).

## **Testing Timeline**

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 [www.azed.gov](http://www.azed.gov).

AIMS A Science 2017 Administration Timeline	
Task	Time Frame
Exception to the 1% Cap	Fall 2016
Identify Eligible Students in Student Selector Application	October 4 – November 17, 2016
Complete AIMS A Science Training- (AIMS A Science Test only)	November 2016
Submit List of TAs Administering the AIMS A Science Test	November – December 2016
Submit No Response Option Form	December 2016
Administer AIMS A Science	February 15 – March 31, 2017
Submit Final Data Closeout	April 1 – April 15, 2017
Receive Student Reports	June 2017

*If date falls on a weekend, the closing date would be extended to the following Monday.*

## Eligibility Requirements

AIMS A Science is for **students with significant cognitive disabilities**. The administration of the test is not based solely on the student's disability category. It is based on specific criteria which must be met. The eligibility form is shown in the next few pages. This form should be discussed and documented yearly at the IEP team meetings. It is located on the ADE, Alternate Assessment webpage under the eligibility tab at <http://www.azed.gov/assessment/aims-a/>.

In order to be considered for AIMS A Science, students must meet all three of the criteria below:

1. Evidence of Significant Cognitive Disability: Empirical evidence (formal testing results, multidisciplinary evaluation team results, etc.) of a significant cognitive disability prevents the acquisition of the grade-level Arizona Academic Content Standards.
2. Curricular Outcomes: The student has access to high-quality instruction based on Alternate Academic Standards (Science).
3. Intensity of instruction: It is difficult for the student to acquire, maintain, generalize, and apply academic skills across environments even with extensive/intensive, pervasive, frequent and individualized instruction in multiple settings.

IEP teams should pay special attention to the first criterion in the AIMS A Science eligibility. It is critical that students who are being considered either receive special services for intellectual disabilities or function like a student with intellectual disabilities. Those students

with specific learning disabilities, who are being considered, must also function like a student with intellectual disabilities; evidence of achievement and adaptive behavior scale scores for these students must also reflect scores in the range of intellectual disabilities.

Students identified as having a SCD are dismissed from ELL programs based on the IEP team decisions. This is in accordance with Federal and State mandates and must still be documented in the student's IEP. This documentation drives the educational program and all services for the student and supersedes Arizona Revised Statutes and Arizona Administrative Code. For more information, please see a presentation on the ADE website regarding students with dual labels at <http://www.azed.gov/english-language-learners/files/2015/09/pell-students-with-dual-labels-09-09-15.pdf>.

### Part I: AIMS A Eligibility Requirements

In order to be considered for AIMS A, students must meet **all** three of the following criteria in all content areas that are tested: Science (Science is **only** for grades 4, 8, and 10).

#### 1. Evidence of a Significant Cognitive Disability

Empirical evidence (formal testing results, multidisciplinary evaluation team results, etc.) of a significant cognitive disability prevents the acquisition of the grade-level Arizona Academic Content Standards. Please note that students with learning disabilities who have overall intellectual and/or adaptive behavior abilities within the average range are **not** students with *most significant cognitive disabilities*. The student functions *like* a student with ID across *all* areas: commensurate abilities in mathematics, reading, *and* writing, adaptive behavior scores, and measures of intellectual abilities.

Check disability category:

- ☐ MIID                      ☐ MOID                      ☐ SID  
☐ MD with ID component    ☐ MDSSI with ID component    ☐ TBI with ID component  
☐ Autism with ID component    ☐ Other \_\_\_\_\_

*Example 1:* An eighth-grade student functioning at second-grade level in reading and writing and at fourth-grade level in mathematics does *not* qualify under criteria 1.

*Example 2:* A tenth-grade student functioning at the second-grade level in mathematics, reading, and writing, *does* qualify under criteria 1.

The student meets the *Evidence of a SCD* criterion for AIMS A eligibility.

- ☐ Yes                      ☐ No

#### 2. Curricular Outcomes

The student has access to high-quality instruction based on *Alternate* Academic Standards (Science) and the student's IEP goals and objectives focus on enrolled grade-level *Alternate* Academic Standards.

The student meets the *Curricular Outcomes* criterion for AIMS A eligibility.

- ☐ Yes                      ☐ No

#### 3. Intensity of Instruction

Is extremely difficult for the student to acquire, maintain, generalize, and apply academic skills across environments, even with high-quality extensive/intensive, pervasive, frequent, and individualized instruction in multiple settings in all content areas tested.

The student meets the *Intensity of Instruction* criterion for AIMS A eligibility.

- ☐ Yes                      ☐ No

*The student is eligible for AIMS A.*

- ☐ Yes (All responses above are marked Yes.)  
☐ No (Any response above is marked No and student must participate in AIMS.)



## Parent Notification

### Alternate Assessment Participation

Following IEP team review of participation guidelines, the student is eligible for and will participate in the following assessments:

#### MSAA (ELA/Math) and/or AIMS A Science

☐ Yes

☐ No (student will participate in statewide achievement test and AIMS Science)

### Potential Consequences:

*Are there any effects or local policies that would preclude completion requirements for a regular high school diploma for the child participating in testing?*

☐ Yes

☐ No

If yes, explain:

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Each of us agrees with the alternate assessment participation decisions indicated above.

Parent(s)/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

## Exception to the 1% Cap for 2017

There has been one significant change to the 1% cap through the Every Student Succeeds Act (ESSA). ESSA allows states to administer the alternate assessment to no more than 1% of the students who participate in statewide testing. Under current proposed regulations, states expecting to exceed this 1% Cap must request a waiver at least 90 days before the first day of the test window. Earlier identification of eligible students will be critical as the new ESSA requirements for 1% Cap are implemented. The 1% Cap will only be applied to eligible students that are participating in ELA and mathematics.

Alternate Assessment TCs will be able to submit an appeal and rationale as to why their PEA has exceeded the 1% Cap under these new regulations. ADE will take into account the status of the PEA including small PEA, specialized population and other circumstances. ADE will then provide technical assistance to the PEA to focus on ensuring that only eligible students are participating in the State's Alternate Assessment. More information will be coming soon.

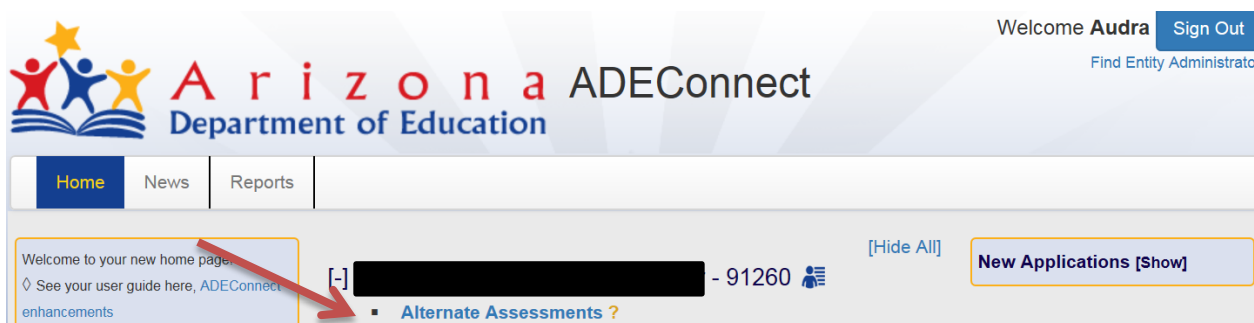
## ADEConnect

Test Coordinators and Test Administrators will access the Alternate Assessments Application through ADEConnect. Each district and charter has Entity Administrators. Test Coordinators must request access to Alternate Assessments in ADEConnect from their Entity Administrators. ADE, Alternate Assessment Unit staff will act as secondary approvers for all Test Coordinators.

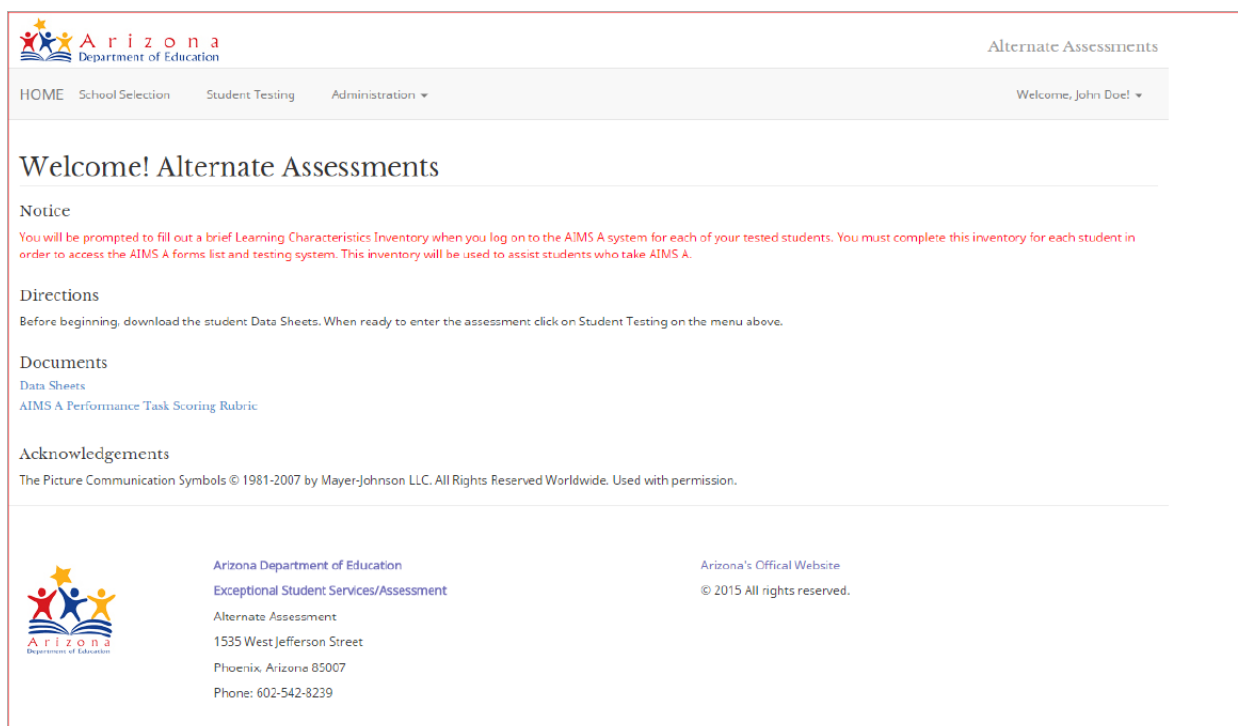
To access ADEConnect, locate the ADEConnect button on the ADE homepage on the far right of the banner. Click on the ADEConnect button and the login page for ADEConnect will open.



After logging into the ADEConnect home page, the next page to display is the access page to the Alternate Assessment. Just as with Common Logon, clicking on Alternate Assessment will open the AIMS A application.



The Test Coordinator Home page has three main drop-down menus across the top banner: School Selection, Student Testing, and Administration. These are the same as in Common Logon.



## Responsibilities

The Test Coordinator has the ultimate responsibility for AIMS A Science testing. A new Test Coordinator Change of Information Form needs to be completed, signed, and emailed each year to the ADE, Assessment Unit regardless of whether the Test Coordinator is the same as the previous year or is new. The form can be located on the ADE, Alternate Assessment webpage under the “Forms and Manuals” tab.

## **AIMS A Online Training**

The Test Coordinator must complete a mandatory online AIMS A Science training. The online training has to be completed in order for the Test Coordinator to have access to the AIMS A Science Application. Access to the training will be provided to each Test Coordinator by the ADE Alternate Assessment Unit.

## **Training Staff to Administer AIMS A Science**

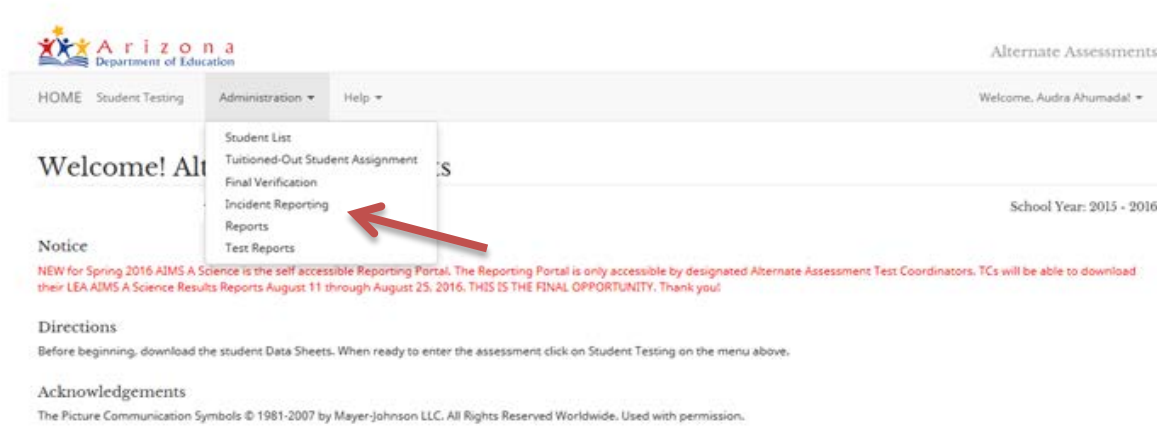
The Test Coordinator must provide training on the testing procedures to all Test Administrators prior to the opening of the testing window. The training should be based on the information provided in the Test Coordinator online training. Upon completion of training, all Test Administrators must sign and submit a Test Security Agreement Form. The Test Coordinators will keep on file all signed Test Security Agreement forms for a period of six years.

Areas to cover in the TA training:

- Consult IEP for testing accommodations specific to the student
- Log into the AIMS A Science assessment system
- Download data sheets
- Prepare materials
- Administer Learner Characteristic Inventory to Grade 10 students only
- Administer the performance tasks and multiple choice sections
- Input data from the performance tasks
- Maintain test security

## **Testing Incidents**

All testing incidents must be entered into the Alternate Assessment Application. Any request for extension of time to complete the assessment (for unique circumstances) must be submitted prior to the testing window closing.



Arizona Department of Education

Alternate Assessments

HOME Student Testing Administration Help

Welcome, Audra Ahumada

Welcome! Audra Ahumada

Notice

NEW for Spring 2016 AIMS A Science is the self accessible Reporting Portal. The Reporting Portal is only accessible by designated Alternate Assessment Test Coordinators. TCs will be able to download their LEA AIMS A Science Results Reports August 11 through August 25, 2016. THIS IS THE FINAL OPPORTUNITY. Thank you!

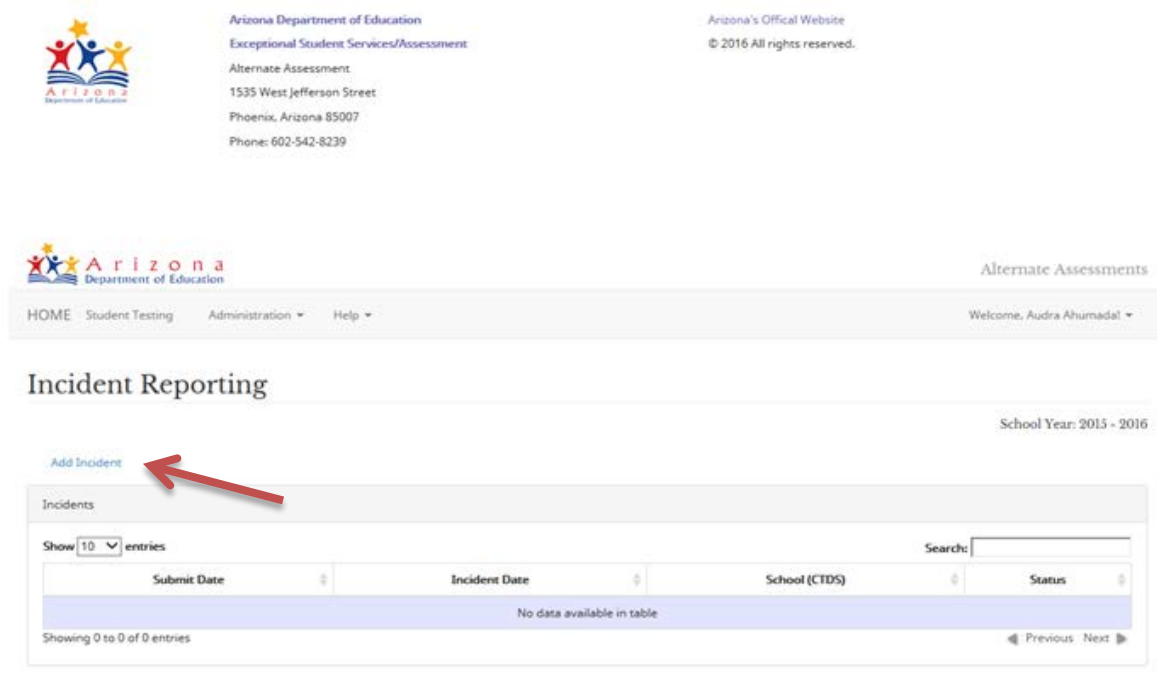
Directions

Before beginning, download the student Data Sheets. When ready to enter the assessment click on Student Testing on the menu above.

Acknowledgements

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School Year: 2015 - 2016



Arizona Department of Education

Alternate Assessment

Arizona's Official Website

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1535 West Jefferson Street  
Phoenix, Arizona 85007  
Phone: 602-542-8239

Arizona Department of Education

Alternate Assessments

HOME Student Testing Administration Help

Welcome, Audra Ahumada

## Incident Reporting

School Year: 2015 - 2016

[Add Incident](#)

Incidents

Show 10 entries

Search:

Submit Date	Incident Date	School (CTDS)	Status
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

Examples of testing incidents with approval granted for a time extension could be any of the following:

- A student is absent for an extended period of time during the testing window (for medical reasons) and returns to school within a few days of the testing window closing.
- A student moves from one district to another within a few days of the testing window closing.

- A delay occurs in SAIS uploads for students new to the district.

A response from ADE will be provided through the Incident Reporting Section. Approval to complete AIMS A Science testing beyond the testing window closing date (March 31) is only granted on a case-by-case basis.

A testing incident report must also be completed for any multiple choice tests identified as being administered before or after normal school hours. Test Coordinators will be notified to complete an incident report. Students who are homebound may be assessed after hours; however, documentation is required.

If a student moved or withdrew from your school district, you will need to submit an incident report and then delete the student from the Alternate Assessments Application (AIMS A Science) through ADEConnect. Deleting a student can only be done by the Test Coordinators.

**Procedures to delete a student:**

- Enter into the Alternate Assessment Application through ADEConnect-AIMS A Science
- Select school
- Click on student data
- Click on SAIS ID
- Scroll to the bottom of the page
- Click delete
- Click rationale
- Submit

## **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

In addition to the signature of the District Superintendent or Charter Representative, all Alternate Assessment Test Coordinators will read and sign their Test Security Agreement form and email it to the Alternate Assessment Unit, [AssessingSWDs@azed.gov](mailto:AssessingSWDs@azed.gov) or fax 602.542.5467.

The Test Security Agreement form for Alternate Assessment Test Coordinators is updated yearly. It can be found on the next page and on the Alternate Assessment webpage under the "Forms and Manuals" tab.

**School Year 2016-2017  
Assessment Test Security Agreement  
For Superintendents/Charter Representatives and District Test Coordinators**

As Superintendent/Charter Representative or District Test Coordinator, I acknowledge that all state Assessment Tests (AIMS Science, AIMS A Science, AzMERIT 3-8, AzMERIT EOC, MSAA and AZELLA Placement and AZELLA Reassessment Tests) are secure tests and I agree to the following conditions concerning the security of the state Assessment Tests.

1. Superintendents and Charter Representatives are responsible for all testing activities within their district/charter.
  - a. Superintendents and Charter Representatives are allowed to designate a District Test Coordinator to act on their behalf.
  - a. An accurate Assessment Test Coordinator Information Sheet for School Year 2016-2017 must be on file with the Assessment Section of the Arizona Department of Education (ADE).
  - b. The designated District Test Coordinator(s) must complete all pre-test trainings provided by ADE for each of the test administrations in which that the district will be participating.
2. All necessary security precautions shall be in place to safeguard test materials.
  - a. Access to paper test books, answer documents, test booklets, paper based assessments, online tests, and all other secure ancillary documents is restricted.
  - b. All persons having access to the secure test materials, other than students to whom the tests are administered, shall sign a School Year 2016-2017 State Assessment Test Security Agreement which will be kept on file for 6 years.
    - i. Building administrators shall maintain the agreements signed by building staff.
    - ii. Superintendents/charter representatives shall maintain the agreements signed by building administrators.
    - iii. The Assessment Section of ADE shall maintain the agreements signed by superintendents and charter representatives.
  - c. A list of students who tested must be kept on file, with the names of who the test administrator(s) and test proctors(s) who were in the test room during the test administration.
  - d. All secure test materials including secure ancillary test materials shall be kept under lock and key except during actual test times when distributed to students.
    - i. Secure test materials shall be delivered to test administrators no sooner than the date of testing.
    - ii. Students shall not be permitted to remove test materials including scratch paper from the testing room except under supervision of staff.
  - e. All secure student documents shall not be examined, read, or reviewed by anyone other than the student unless in compliance with the appropriate Administration Directions.
    - i. No secure test materials shall be used for instruction before or after test administration.
    - ii. No content or items of the test shall be disclosed nor allowed to be discussed or disclosed.
    - iii. No student response or notations (including stray marks) on a student test booklet or answer document can be changed or erased and will be submitted for scoring exactly as completed by student.
    - iv. No reporting of any students' answer choices based on previous experience outside the test administration.
  - f. Upon completion of testing, all test materials, including student data sheets and/or secure testing materials including the appropriate Manuals and Administration Directions shall be returned to the designated District Test Coordinator.
3. All Usernames and passwords used for state assessments are unique to individuals and shall not be shared.
4. The district superintendent or charter representative shall develop, distribute, and enforce disciplinary procedures for the violation of test security by staff.
5. *Test Preparation and Administration Practices*, the guidelines approved by the State Board of Education in January 2003 and updated December 2007, shall be followed.
6. All instructions in the Coordinator Manuals and Administration Directions for each state assessment, which include reading the directions to students exactly as scripted, shall be followed.

By signing my name to this document, I am assuring the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the State Assessment tests for School Year 2016-2017, will also sign an Assessment Test Security Agreement.

District/Charter Name: \_\_\_\_\_ District Entity #: \_\_\_\_\_

Superintendent/Charter Representative:

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Achievement District Test Coordinator:

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Alternative Assessment District Test Coordinator:

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AZELLA District Test Coordinator:

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: [Testing@azed.gov](mailto:Testing@azed.gov)



## Identifying Eligible Students in the Student Selector Application

To identify eligible students, Test Coordinators will select in the Student Selector Application all eligible students who will participate in AIMS A and MSAA Alternate Assessments. The window to select eligible students is October 4-November 17, 2016. During this window, the Test Coordinator will identify all eligible students **for both AIMS A Science Grades 4, 8, and 10 and MSAA ELA and Math Grades 3-8 and 11**. ADE will then extract and import the identified students into the correct test platform system. Once this window has closed, students will no longer be entered into the system through the Student Selector Application.

It is imperative that all students are identified in the Student Selector App during this window. The only exceptions are NEW students to your PEA. Any student(s) not identified in the student Selector Application during this window could greatly impact your PEA's yearly calculation for exceeding the 1% Cap and the 95% Participation Rate.

## Tuitioned-out Students

Test Coordinators from the District of Residence (DOR) are responsible for ensuring that tuitioned-out students have been correctly designated to the District of Attendance (DOA) in the State Student Data System. In addition, the Test Coordinator must inform the ADE, Alternate Assessment Unit if they will be testing any students from another school District. This does not include any students that are sent to an approved private placement (not a private day school). This can be done through email, fax, or phone call.

The DOA will be responsible for identifying the tuitioned student in the Student Selector Application and administering all sections of the AIMS A Science assessment. The ultimate responsibility is with the student's DOR; the Alternate Assessment Test Coordinator for the DOR is responsible to ensure that all students are tested. The DOR will receive the final AIMS A Science reports.

To add a student that is tuitioned to you from another PEA, you must first notify the ADE, Alternate Assessment Unit. Once the tuitioned-out feature has been manually turned on in the AIMS A Application system by the ADE, Alternate Assessment Unit, you will change "enrolled" to "tuitioned" before you click on the "Add Student" in small red font.

## No Response Option/Scribe (NEW!)

The No Response Option in AIMS A Science will now be 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 of the test item has been administered.

## Overseeing Administration of AIMS A Science

The testing window opens February 15, 2017, and Test Administrators can then print the data sheets for their students. Test Administrators will access ADEConnect and the AIMS A application the same way as Test Coordinators. On the next page is an image of the home page for **Test Administrators**.

Test Coordinators are responsible for overseeing that Test Administrators correctly administer the AIMS A Science Test. The guidelines for test administration are in the following paragraphs.

Each Test Administrator will receive a grade level set of performance task testing materials based on the grades taught by each teacher. They will not receive individual testing materials for each student. Test Administrators will not be able to access the assessment until the testing window is open. To begin the actual assessment for each student, the Test Administrator will use the menu option “Student Testing” and select a student for testing.

The Test Administrator will administer both sections of AIMS A Science. If a student becomes fatigued or is unable to complete the assessment, the assessment can be stopped 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.

## 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. In order to receive materials in a timely manner, it is imperative that school districts and charters identify all of their AIMS A Science eligible students during the fall window in the Student Selector Application. Failure to have students identified before the testing window opens could result in a delay of receiving testing materials. 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. **The data sheets are located on the home page of the Alternate Assessment Application.**

## Two Item Type Sections

### Multiple Choice Section

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. It is imperative that the Test Administrator selects “Student Input” for the multiple choice section even if that student is eligible for the No Response Option, and that request had previously been made to the Alternate Assessment Unit through the Alternate Assessment Test Coordinator.

The Test Administrator must administer the test with the student present and during school hours. If the Test Administrator is using the “No Response” option feature, the student must still be asked each test item prompt and the “No Response” still must be entered into the system while the student is present. Test Administrators are not to write down student responses for multiple choice items nor input student responses for multiple choice items at a later date or time. Failure to administer the multiple choice section correctly could result in an invalidation of a student’s test score.

### Performance Task Section

Each Test Administrator will receive a grade level set of performance task testing materials based on the grades taught by each teacher. They will not receive individual testing materials for each student. Test Administrators will not be able to access the assessment until the testing window is open.

Test Administrators should be very familiar with the rubric for the performance tasks. There are very specific requirements for cues and prompts at the different levels. Test Administrators must present every question or prompt to the student before indicating a no response to a test question. The rubric is available for download at <http://www.azed.gov/assessment/aims-a/> under the “Videos and Webinars” tab.

## 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.

Testing Adaptations and Instructional Strategies		
Time/Setting	Presentation	Response
Testing over multiple days	Oral reading by Testing Administrator	Augmentative devices or other Assistive Technology
Extended time	Large print or magnification device	Adaptive calculators
Multiple or frequent breaks	Sign language	Number or alphabet lines
Change in schedule	Tactile graphics	Manipulatives
One on one or small group	Manipulatives	Visual/verbal/physical cues
Noise buffers	Audio amplification devices	

## Observations

Assessment monitoring is required to ensure test validity and reliability and also to ensure continuity in subsequent assessment years. IDEA §300.149 requires and ARS §15-755 authorizes monitoring and evaluation activities to determine the effectiveness of programs in meeting the educational needs of children with disabilities. These practices help to ensure that programs are carried out and educational results for children with disabilities improve.

Observations will be conducted by ADE trained external consultants during the testing window. School districts and charters will be randomly selected for observations, and the Test Coordinator notified through an official email memorandum. The notification will provide the name of the consultant who will conduct the observations. Onsite testing monitors will be observing the testing environment for the student being assessed as well as the actual administration of any part of the test.

## Final Verification and Data Submission

Test Coordinators will complete the Final Data Verification during the April 1-15 window. At this time, the Test Coordinator will verify that all testing has been completed and will assign tuitioned-out students to their home (DOR) school. Test Administrators will no longer have access to the AIMS A Science application. No tests should be administered or completed during this final verification window unless prior approval for an extension has been granted by the ADE, Alternate Assessment Unit.

If a Test Coordinator fails to submit the Final Verification and Data Submission by the closing date (April 15), your Final Verification and Data Submission will be submitted automatically with all data submitted as is.

## AIMS A Science Test Report Distribution

School districts and charters will be sent hard copies of the following reports:

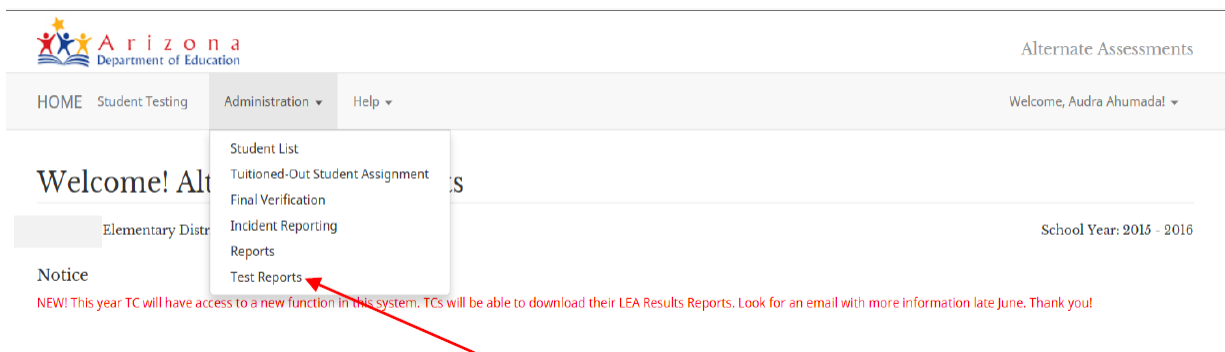
- District Demographic Report
- Confidential Roster Report (District Report by Teacher)
- Confidential School Report (District Report by School)
- (2) Student Summary Reports

These reports will be distributed in early June and sent to the Alternate Assessment Test Coordinators. Please be aware of the shipment dates of these reports; someone must be present at the time of delivery to sign for the package.

To get to the AIMS A Science Reporting Portal – Go to ADEConnect – Click on Alternate Assessments.



Then you will see the AIMS A Science Homepage. **Go to the Administration Tab-Test Reports.**



The following reports will be included in the Reporting Portal for download:

- District Demographic Report (PDF)
- Confidential School Report Detail by School (PDF)

- Student Summary Report (PDF)
- 2017 District Data File (Excel)


The TC will click on the hyperlink to download reports for all schools.

## Test Reports

Elementary District

School Year: 2015 - 2016

Download

Filename	Name	Title	Create Date
	District Demographics	Demographic Report	6/2/2016
	School Roster	Confidential School Report Detail	6/2/2016
	Data File	Student Data File	6/2/2016
	Student Reports	Student Report Summary, Performance Level Descriptors, Student Report Detail	6/2/2016

## **AIMS A Science Test Coordinator's Checklist**

- ☐ Submit Assessment Test Coordinator Information Change Form
- ☐ Submit Alternate Assessment Test Coordinator 2017 Test Security Agreement Form
- ☐ Identify all eligible students for Alternate Assessment in the Student Selector Application
- ☐ Identify students with the Scribe Accommodation in the Student Selector Application
- ☐ Complete Mandatory Online Training
- ☐ Train any staff that will be administering AIMS A Science
- ☐ Collect signed Test Security Agreement forms from staff members
- ☐ Notify ADE if you will test any students from another district
- ☐ Ensure AIMS A Science eligible students have been tested, including tuitioned-out students
- ☐ Complete any necessary incident reports to ADE
- ☐ Complete Final Verification and Data Submission Process
- ☐ Receive and distribute District Student Score Reports

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