

SPRING 2020

# Test Coordinator's Manual

Test Coordinator's Name



# AzM2

Arizona's Statewide Achievement Assessment  
for English Language Arts and Mathematics



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## Section 1. General Information

Arizona's Statewide Achievement Assessment, AzM2, measures students' knowledge in the content areas of English Language Arts (ELA) and Mathematics in grades 3–8 and 10 (Cohort 2022). Each AzM2 test is aligned to Arizona's College and Career Ready Standards (AZCCRS). AzM2 is available as a Computer-Based test (CBT) or as a Paper-Based test (PBT).

American Institutes for Research (AIR) is the test vendor for AzM2 and the provider of the online testing platform. AIR has subcontracted with Measurement Incorporated (MI) to provide the paper assessments. Measurement Incorporated will handle the printing, shipping, and processing for all Paper-Based test materials.

Each District Superintendent or Charter Representative must designate an Achievement Testing District Test Coordinator to oversee AzM2 testing for all schools within the district or under the same charter. This individual is referred to as the District Test Coordinator (DTC). District Test Coordinators are responsible for ensuring the appropriate and correct administration of AzM2 assessments in all schools within the district or under the same charter.

### Resources for Test Coordinators

This *Spring 2020 AzM2 Test Coordinator's Manual* is written for District Test Coordinators. To provide the appropriate oversight of all AzM2 testing, District Test Coordinators must be familiar with the content of this manual and the content of the following additional resources:

- *Spring 2020 AzM2 Test Administration Directions Grades 3–8*
- *Spring 2020 AzM2 Test Administration Directions Grade 10*
- *Arizona Accommodations Manual 2019–2020*
- *Spring 2020 Test Information Distribution Engine (TIDE) User Guide*
- *Test Administrator (TA) User Guide (needed for Computer-Based testing only)*
- *Online Reporting System (ORS) User Guide*

All of these documents are available in the “**Resources**” section of the AzM2 Portal ([AzM2portal.org](http://AzM2portal.org)). Paper copies of the *Spring 2020 AzM2 Test Coordinator's Manual* and the *Spring 2020 AzM2 Test Administration Directions* will be shipped to the district with an arrival date of March 16–17, 2020.

### Responsibilities of the District Test Coordinator

The District Test Coordinator is responsible for the correct administration of all AzM2 testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct Computer-Based testing or Paper-Based testing in the schools. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators. However, the District Test Coordinator assumes ultimate responsibility. Responsibilities of the District Test Coordinator include the following:

### **Before Testing**

- Complete all Achievement Testing Pre-Test Training.
- Submit to the Arizona Department of Education (ADE) a copy of the *Assessment Test Coordinator and Security Agreement* for school year 2019–2020 signed by the District Superintendent or Charter Representative.
- Verify and add student enrollments in TIDE.
- Ensure that all teachers who will need access to rosters of student results are in TIDE with the role of School Teacher (ST).
- Indicate Paper-Based test accommodations in TIDE for students unable to test online, including Special Paper Version test booklets for Braille, Large Print, and Regular Print, as applicable for CBT and PBT students.
- Submit documentation to ADE for any students who require a Special Paper Version test.
- During the Additional Order window, order Special Paper Version test kits for any students that have been approved by ADE to use a Special Paper Version test.
- Implement and maintain test security procedures within the district/charter and school(s).
- Communicate test security procedures and responsibilities to the Test Administrators.
- Train the Test Administrators on test administration procedures.
- Obtain and locally store signed copies of the *Achievement Test Security Agreement* for all staff members who handle test materials.
- Schedule testing activities within the schools.
- Communicate the testing schedule, as applicable.
- Work with the Test Administrators to select appropriate classrooms or other sites where testing will take place.
- Work with the Test Administrators to prepare sites where testing will take place by removing or covering visual aids and printing “**Testing—Do Not Disturb**” signs for doors.
- Arrange for a sufficient supply of scratch paper, pencils, and erasers.
- Answer questions from the Test Administrators, and if necessary, escalate by contacting **AzM2@azed.gov**.

### **Additional Responsibilities for Computer-Based Testing (CBT)**

- Ensure TIDE access for all appropriate users.
- Confirm that all Test Administrators have completed the Test Administration Certification Course.
- Ensure that devices to be used for testing are ready.
- Train the Test Administrators on online testing administration procedures.
- Ensure that Test Administrators and students have had appropriate practice with the AzM2 Sample Tests.
- Prepare and securely store test tickets for students, if applicable.

**Additional Responsibilities for Paper-Based Testing (PBT)**

- Receive test materials.
- Inventory test materials upon arrival and, if needed, order additional materials.
- Save the test materials shipping boxes to use for returning the materials.
- Ensure that the Test Administrators familiarize students with how the innovative Computer-Based item types will render on the Paper-Based form of the test (using the *Guide to the Sample Tests* found on the AzM2 Portal).
- Apply Pre-ID labels to test booklets.
- Print additional ID labels from the blank labels provided in the district's testing material shipment, as needed, and apply to test booklets so that each student test booklet has a correct label.
- Arrange for a supply of commercially published paper dictionaries and commercially published paper thesauruses for use on ELA Writing tests only.
- Arrange for a supply of appropriate calculators for use, when permitted, on Math tests only.

**Additional Responsibilities for Data Entry Interface (DEI) for Both CBT and PBT**

- Ensure that Test Administrators have the appropriate *Special Paper Version Test Administration Directions* that are included in the Special Paper Version test kit.
- Ensure TIDE access for users who will transfer student responses from Special Paper Version test booklets into DEI.
- Ensure that users transferring student responses into DEI have completed the Test Administration Certification Course.

***During Testing***

- Ensure that test security procedures are followed.
- Ensure that test administration procedures are followed.
- Report any testing improprieties to ADE.

**Additional Responsibilities for Computer-Based Testing (CBT)**

- Monitor test completion using Plan and Manage Testing in TIDE.

**Additional Responsibilities for Paper-Based Testing (PBT)**

- Maintain an accurate inventory of all test materials throughout the test administration window.
- Check out test booklets to the Test Administrators at the beginning of each day of testing.
- Check in test booklets from the Test Administrators at the end of each day of testing.
- Maintain a record for all testing sessions that includes the time and date of the testing session, the name of the Test Administrator, the test administered, and the names of all participating students.
- Maintain a record of test booklet numbers for each student with a Paper-Based test.

**Additional Responsibilities for Special Paper Version Tests for both CBT and PBT Schools**

- Monitor test completion using Plan and Manage Testing in TIDE to verify that students with Special Paper Version tests have their responses entered into the Data Entry Interface (DEI).

**After Testing**

- Ensure the secure disposal of scratch paper at the school or district.
- Ensure the local disposal of the *Spring 2020 AzM2 Test Administration Directions* and the *Spring 2020 AzM2 Test Coordinator's Manual* for both the district and the schools.

**Additional Responsibilities for Paper-Based Testing (PBT)**

- Ensure that student responses for students who used assistive technology as an accommodation have been transferred to a standard test booklet.
- Ensure that student responses from contaminated test materials have been transferred to clean test booklets.
- Destroy and document contaminated test materials.
- Box materials for return shipping as instructed in this manual.
- Ensure that all of the scorable and nonscorable test materials are picked up by FedEx no later than April 9, 2020 for PBT schools and April 27, 2020 for CBT schools.

**Additional Responsibilities for Special Paper Version Tests for Both CBT and PBT Schools****For PBT Schools:**

- Ensure that student responses are transferred into DEI by April 8, 2020.
- Ensure the secure disposal of the *Spring 2020 AzM2 Test Administration Directions for Special Paper Versions*.
- Ensure that Special Paper Version test materials are returned along with all other test materials for the school no later than April 9, 2020.

**For CBT Schools:**

- Ensure that all Writing responses are transferred into DEI by April 10, 2020.
- Ensure that all Reading and Math responses are transferred into DEI by April 24, 2020.
- Ensure the secure disposal of the *Spring 2020 AzM2 Test Administration Directions for Special Paper Versions*.
- Ensure that all Special Paper Version test materials are picked up by FedEx no later than April 27, 2020.

**Students to Be Tested**

Arizona public school students in grades 3–8 and 10 (Cohort 2022) will participate in AzM2 testing.

New for Spring 2020, the requirements for testing have been revised to meet ADE's approved ESSA State Plan.

**All students in Grades 3–8 MUST** take the grade level Math and ELA tests.

**All High School students in Grades 9–12 who belong to Cohort 2022 MUST take the Grade 10 Math and ELA tests.**

Students with significant cognitive disabilities whose current Individualized Education Program (IEP) designates them as eligible for the alternate assessment, the Multi-State Alternate Assessment (MSAA), are excluded from AzM2.

## Test Administration Schedule

The District Test Coordinator is responsible for communicating this schedule to the appropriate school and district personnel, including Test Administrators, students, and parents/guardians. Administering AzM2 tests on dates other than those shown without the written permission of the Assessment section of the ADE is a serious testing violation. The tables in this section list the test administration schedules and guidelines for CBT and PBT testing.

- A test session must be completed by the end of the regularly scheduled school day.
- Students should not participate in more than two testing sessions per day.
- When two test sessions are scheduled on the same day, there must be a significant break between sessions.
- Testing days do not have to be consecutive days.
- AzM2 assessments are untimed.

### ***Additional Schedule Information Grades 3–8 and 10***

- Five test sessions must be administered.
- The Writing test session must be administered first.
- The Reading (two parts) and Math (two parts) test sessions can be administered in any order.
- ELA testing days are not necessarily the same days as the Math testing days.

### ***Additional Schedule Information for Computer-Based Testing (CBT)***

- For Computer-Based testing, students taking the same test within the same school are not required to test on the same day.

### ***Additional Schedule Information for Paper-Based Testing (PBT)***

- For Paper-Based testing, students taking the same test within the same school must test on the same day.

### ***Additional Schedule Information for Special Paper Version Tests***

- All student responses from a Special Paper Version test must be transferred into the Data Entry Interface (DEI) per the CBT or PBT testing schedule as listed below.

**Spring 2020 Computer-Based Testing and DEI Windows for CBT Schools**

Content Area	Grades/Test	First Day of Testing	Last Day of Testing (including DEI and make-up testing)
<b>Writing</b> (first test session)	Grades 3–8 & 10	March 30	April 10
<b>Reading</b> (2 test sessions)			April 24
<b>Math</b> (2 test sessions)			April 24
CBT schools must have student writing responses from SPV tests transferred into DEI by April 10. CBT schools must have student reading and math responses from SPV tests transferred into DEI by April 24.			

**Spring 2020 Paper-Based Testing and DEI Windows for PBT Schools**

Content Area	Grades/Test	First Day of Testing	Last Day of Testing (including DEI and make-up testing)
ELA Writing (first test session)	Grades 3–8 & 10	March 30	April 8
ELA Reading (2 test sessions)			
Math (2 test sessions)			
PBT schools must have student responses from SPV tests transferred into DEI by April 8.			

**Scheduling Test Sessions for Grades 3–8 and 10**

5 Test Sessions Administered in 3–5 Test Days	Content Areas	Suggested Times
<b>ELA Writing</b> (first test session)	Writing*	60–90 minutes
<b>ELA Reading</b> (2 test sessions)	Reading, Part 1 Reading, Part 2	45–75 minutes 45–75 minutes
<b>Math</b> (2 test sessions)	Math, Part 1 Math, Part 2	60–85 minutes 60–85 minutes
Five test sessions must be administered for Grades 3–8 and 10. ELA Reading (2 parts) and Math (2 parts) can be administered in any order. Sessions can be administered on separate days or 2 sessions can be administered on the same day. *ELA Writing must be administered first.		

**Testing Locations**

AzM2 tests are to be administered at Arizona schools. Schools administering AzM2 tests at locations other than school property, such as a public library, hotel meeting room, or conference center, must provide addresses for all such off-site test locations to **AzM2@azed.gov**. AzM2 tests may be administered in a home or hospital setting for a single student without notifying ADE. AzM2 tests cannot be administered outside of the state of Arizona.

The District Test Coordinator is responsible for determining the suitability of each testing room. Each testing room must provide a comfortable and distraction-free environment. Seating should be arranged so that students are not tempted to look at the responses of others. All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.

## Required Test Materials and Tools

District Test Coordinators are responsible for ensuring that each testing room, each Test Administrator, and each Proctor has the appropriate test materials to administer the AzM2 tests correctly. Most of the required test materials will be provided. Some of the required test materials must be provided by the schools.

The manuals, guidance, and user guides needed to administer the test are available in the “**Resources**” section of the AzM2 Portal ([AzM2portal.org/resources](https://AzM2portal.org/resources)).

### **Materials Received in Initial Shipment**

Computer-Based testing schools and Paper-Based testing schools will receive paper copies of the following:

- *Spring 2020 AzM2 Test Coordinator’s Manual*
- *Spring 2020 AzM2 Test Administration Directions Grades 3–8*
- *Spring 2020 AzM2 Test Administration Directions Grade 10*

Paper-Based testing schools will also receive the following based on ADE-provided enrollments in TIDE:

- AzM2 scorable test booklets
- Student Pre-ID labels and additional blank ID labels
- Materials to package the scorable and nonscorable test materials for return to Measurement Incorporation (MI)

**NOTE:** In Spring 2020, Special Paper Version test kits will **NOT** be included in the initial shipment of materials. DTCs must order ALL Special Paper Version test kits during the Additional Order window.

### **School-Provided Materials**

Computer-Based schools must provide the following test materials:

- Headphones or earbuds for students
- Pencils, erasers, and scratch paper (plain, lined, or graph)
- Sign in/out log for restroom breaks
- A “**Testing—Do Not Disturb**” sign

Paper-Based schools must provide the following test materials:

- Pencils, erasers, and scratch paper (plain, lined, or graph)
- Sign in/out log for restroom breaks
- A “**Testing—Do Not Disturb**” sign
- Commercially published paper dictionaries and commercially published paper thesauruses for use on ELA Writing only
- Appropriate calculators for Math Grades 7, 8, and 10 tests only

## AzM2 Calculator Policy

Calculators are permitted on AzM2 Grades 7 and 8 Math Part 1 and both parts of Grade 10 Math tests. The following table lists the types of calculators permitted. On tests where calculators are permitted, it is ideal for a student to use the recommended acceptable calculator. If the recommended calculator is not available, students may use a calculator with less functionality.

### AzM2 Calculators

Test/Grade	Calculator Policy
Math Grades 3–6	No calculators permitted.
Math Grades 7–8	<p>Scientific calculators permitted on Math Part 1 <b>only</b>. No calculators permitted on Math Part 2. Scientific Calculator should include these functions:</p> <ul style="list-style-type: none"> <li>Standard four functions (addition, subtraction, multiplication, division), decimal, change sign (+/-), parentheses, square root, and <math>\pi</math>.</li> </ul> <p>The calculator may NOT include:</p> <ul style="list-style-type: none"> <li>Any problem solving or programing capabilities, place values, and inequalities. Sample acceptable calculator: TI-30X IIS or similar.</li> </ul>
Math Grade 10	<p>Graphing calculators permitted on Math Part 1 and Part 2.</p> <p>No calculators with Computer Algebra System (CAS) features are allowed. Calculators may <b>NOT</b> be capable of communication with other calculators through infrared sensors. <b>NO</b> instruction or formula cards, or other information regarding the operation of calculators such as operating manuals are permitted. The memory of any calculator with programming capability must be cleared, reset, or disabled when students enter the testing room. If the memory of any calculator is password-protected and cannot be cleared or reset, the calculator may <b>NOT</b> be used.</p> <p>Sample acceptable calculators: TI-84 Plus, Casio FX-9750GII, or similar.</p>

### Additional Calculator Guidance

The online calculators available for the Computer-Based assessment are available for practice use on the AzM2 Portal. Click on the Sample Test card on the AzM2 Portal home page, then click on the Calculators and Tutorials card (<http://AzM2portal.org/tutorials/>).

For Grades 7, 8, and 10 Math tests only, an online version of the scientific and graphing calculator will be available in the AzM2 Secure Browser for students taking the Special Paper Version test. Students will not need to sign in to access the online calculator.

No laptop-, tablet-, or phone-based calculators may be used during the AzM2 assessment unless they are accessed through the AzM2 Secure Browser installed on the device.

The applicable portion of the Computer-Based assessment will include the acceptable online version of an approved calculator. Providing handheld calculators is not a requirement for schools choosing the Computer-Based assessment. However, students may use an acceptable handheld calculator in addition to, or instead of, the online calculator.

Students are not allowed to share calculators during a testing session.

## Test Security

All districts and charters must have an annual *Assessment Test Coordinator and Security Agreement* for Superintendents and Charter Representatives for school year 2019–2020 signed and on file with the ADE.

All school/district/charter personnel who will have access to the AzM2 test materials must sign an *Achievement Test Security Agreement* for school year 2019–2020. This includes, but is not limited to, warehouse personnel, Proctors, Test Administrators, AzM2 Test Coordinators, School Administrators, and District/Charter Administrators. These signed *Achievement Test Security Agreements* are to be kept on file at the district or charter for six years.

Copies of the *Achievement Test Security Agreements* can be found on the ADE Test Coordinators web page at [www.azed.gov/assessment/dtcl/](http://www.azed.gov/assessment/dtcl/).

District Test Coordinators are responsible for establishing and enforcing test security procedures. These procedures must comply with the *Achievement Test Security Agreement*, test security guidance provided during the Pre-Test Training, and the test security guidance included in the *Spring 2020 AzM2 Test Administration Directions*.

Any breach of test security, loss of materials, failure to account for materials, or any other deviation from acceptable security procedures must be reported immediately to the AzM2 State Test Coordinator at [AzM2@azed.gov](mailto:AzM2@azed.gov). The discipline of staff members who violate test security is the responsibility of the district or charter. Disciplinary action may include, but is not limited to, a letter of reprimand, suspension with pay, suspension without pay, dismissal, or report of the violation to the Investigations Unit of the Arizona State Board of Education.

### ***Student Confidentiality***

An important aspect of test security is maintaining student privacy. Federal law (the Family Educational Rights and Privacy Act, known as FERPA) prohibits the public disclosure of student information or test results. The following are examples of prohibited practices:

- Giving out TIDE login information (username and password) to other authorized TIDE users or to unauthorized individuals
- Giving students the wrong SSID (SAIS ID) during the login process, causing students to log in and test under another student's SSID (SAIS ID)
- Misusing Pre-ID labels

Only students may log in to their Computer-Based testing session. Test Administrators, Proctors, or other staff may not log in using a student's SSID (SAIS ID). However, Test Administrators may assist students with logging in when such assistance is needed.

### ***Test Improprieties***

A Test Impropriety is any event that could potentially impact the integrity of the assessments and the test results before, during, and after test administration. Test Improprieties occur on rare occasions and are non-standard situations that may require further action for both Computer-Based and Paper-Based testing. A Test Impropriety may include security violations, cheating, removal or mishandling of testing materials, or improper assistance by adults or students. Additionally, for Computer-Based testing, a Test Impropriety may include an extended local Internet connection disruption or a power outage that results in any student unable to complete a test session on the same testing day.

Test Administrators should be instructed to report any Test Impropriety that may arise during testing to the School Test Coordinator immediately. School Test Coordinators must notify District Test Coordinators of any Test Improprieties that are reported. District Test Coordinators must contact ADE regarding any Test Impropriety or test security violations as directed in this section.

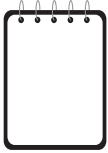
## Section 1. General Information

**CBT** Test Improperities must be reported in TIDE within 24 hours. Please refer to the *Spring 2020 TIDE User Guide* for full instructions (available on the AzM2 Portal: [AzM2portal.org/resources](http://AzM2portal.org/resources)). Once the Test Improperity is entered in TIDE, ADE will review, and District Test Coordinators will be notified through TIDE of further action.

All tests must be completed on the same day that they are started. ADE will not approve to “Reopen” tests if a Test Administrator has opened a test session and approved a student for testing. If, for any reason, the student is approved for the wrong test session (example: Reading Part 2 instead of Reading Part 1), the approved test must be completed at that time. Test Administrators should not approve students to take more than a single test session at a time.

**PBT** Test Improperities must be reported using the *Incident Report* posted on the AzM2 Test Coordinator web page ([www.azed.gov/assessment/dtc/](http://www.azed.gov/assessment/dtc/)) and on the AzM2 Portal.

All administration errors, all student incidents where there is evidence of student cheating, and any evidence of a security breach must be reported to ADE as soon as possible. The Incident Report must be submitted to [AzM2@azed.gov](mailto:AzM2@azed.gov). After review of the incident, ADE will provide further guidance.



**NOTE:** For issues that arise during actual student testing, send an email to [AzM2@azed.gov](mailto:AzM2@azed.gov) and indicate in the subject line “Students Testing – Need Help.” Mark your email with a “High Importance” flag. Include a phone number so that we are able to call you back. In your email include any error message or code the student or TA is receiving.

## Testing Systems

AIR’s testing platform includes four systems:

- **Test Information Distribution Engine (TIDE):** TIDE manages and stores user information and student information for both Computer-Based tests and Paper-Based tests. TIDE restricts access to certain tools and applications based on the user’s designated role.
  - TIDE will be used for both Computer-Based and Paper-Based test administration.
  - Computer-Based testing districts and schools will use *Participation Reports* in TIDE to obtain test completion reports.
- **Test Delivery System (TDS):** The TDS includes the secure student test environment (the AzM2 Secure Browser) and the Test Administrator Interface. Test Administrators will use TDS to create test sessions and to allow students access to tests. Students will take the AzM2 tests within the secure browser.
  - TDS will be used for Computer-Based test administration only.
- **Data Entry Interface (DEI):** The DEI is a secure environment accessed by certified Test Administrators for entering responses for students who tested using a Special Paper Version of the test. Paper-Based testing schools will use the DEI for entering responses for Large Print and Braille test booklets; Computer-Based schools will use the DEI for entering responses for Large Print, Braille, and Regular Print Special Version Paper test booklets.
- **Online Reporting System (ORS):** Both Computer-Based testing and Paper-Based testing districts and schools will use ORS to obtain score reports when test results are released.

All four systems can be accessed through the AzM2 Portal ([AzM2portal.org](http://AzM2portal.org)). AzM2 uses Single Sign-On (SSO) technology within AIR’s systems, which allows users to log into AzM2 once and switch between systems without logging in and out each time.

## Test Information Distribution Engine (TIDE)

District Test Coordinators received their TIDE login credentials in September 2019. District Test Coordinators will use TIDE to:

- Upload and manage other TIDE users;
- Search for and add/upload student enrollments;
- Set specific Computer-Based settings and accommodations for students who need them;
- Download and install the voice pack for Computer-Based testing audio and video;
- Place additional orders for Paper-Based testing;
- Print test tickets for Computer-Based testing;
- Print additional On-Demand Pre-ID labels for Paper-Based testing;
- Monitor test completion rates for Computer-Based testing and DEI entry; and
- Report testing improprieties for Computer-Based testing.

The *Spring 2020 TIDE User Guide* provides instructions for all of these functions. Posted with the *Spring 2020 TIDE User Guide* in the “**Resources**” section of the AzM2 Portal are short instructional PowerPoint presentations demonstrating many TIDE tasks.

### Users

District Test Coordinators are responsible for maintaining all TIDE users within their district or charter and assigning appropriate roles to these users. The user’s role determines the level of permissions that the user will have. ADE recommends that all schools, whether administering Computer-Based or Paper-Based assessments, have a TIDE user with the role of School Test Coordinator (STC) to assist the District Test Coordinator.

All Test Administrators at Computer-Based schools must have a TIDE user role of Test Administrator (TA), School Teacher (ST), or higher in order to administer AzM2 tests. Refer to the *Spring 2020 TIDE User Guide* for instructions on adding new TIDE users.

A user may have different user roles at different schools. If any school staff members will have School Test Coordinator or Test Administrator roles at more than one school within the district, they must be added to each of those schools in TIDE.

**NOTE: Both Computer-Based and Paper-Based testing schools should add teachers to TIDE with the role of School Teacher (ST).** This will allow the School Test Coordinator to create rosters for teachers to access student results in ORS when results are released.

All users who will be administering Computer-Based AzM2 tests or entering student responses into the Data Entry Interface, must complete the Test Administrator Certification Course each school year. This course is available on the Educators & Test Administrators and Test Coordinators pages of the AzM2 Portal (<https://azm2portal.org/users/test-coordinators.shtml> and <https://azm2portal.org/users/test-administrators.shtml>). See the “**Test Administrator Training**” section in this manual for more information.

### Students

All students participating in AzM2 testing must have an appropriate enrollment in TIDE. District Test Coordinators are responsible for confirming that all students who should participate in AzM2 testing have an enrollment in TIDE with the correct grade, for grades 3–8 testing, or

## Section 1. General Information

the correct grade and Cohort 2022 designation, for grade 10 testing. ADE will upload student information to TIDE two times as shown below. Student information in TIDE will be based on student enrollments in AzEDS. In order for student data to be included in each file uploaded to TIDE, it must be updated in AzEDS by the deadlines shown below.

File	Deadline for Districts to Update AzEDS Data	Date Visible in TIDE
Initial	12/13/2019	1/6/2020
Final	1/22/2020	1/28/2020

Districts/charters should view students in TIDE following the Initial file upload, and if necessary, revise data in AzEDS as appropriate. Spring 2020 test materials will be provided based on student data in the Final file extract.

Beginning on February 6, 2020, District Test Coordinators are responsible for editing, adding, or uploading students to TIDE so that all students who should participate in AzM2 have an enrollment in TIDE. School Test Coordinators may help the District Test Coordinator with this task. Refer to the *Spring 2020 TIDE User Guide* for instructions on editing or adding student enrollments.

### Settings and Accommodations

For information about accommodations and universal test administration conditions, refer to the *Arizona Accommodation Manual* posted on the ADE website at [www.azed.gov/assessment/accessibility/](http://www.azed.gov/assessment/accessibility/).

**For both CBT and PBT**, Special Paper Version Test accommodations must be marked in TIDE and approved by ADE before a Special Paper Version test kit can be ordered during the Additional Order window.

**For CBT**, TIDE will be used to set specific Computer-Based settings and accommodations as well as to indicate non-embedded accommodations. Computer-Based test settings and accommodations must be set in TIDE **prior** to the student testing. Non-embedded accommodations are set in TIDE **after** testing for students who used these accommodations.

The District Test Coordinator may assign this task to other TIDE users with the roles of District Administrator (DA) or School Test Coordinator (STC). Refer to the *Spring 2020 TIDE User Guide* on how to set Computer-Based test settings and accommodations in TIDE. Those with Test Administrator (TA) and School Teacher (ST) user roles will be able to change most test settings and accommodations in the TA Interface as students enter a test session.

### Voice Pack

**For CBT**, a specially licensed commercial voice pack for Windows computers will be available to download from TIDE at no cost. This voice pack may be used only in conjunction with, and not separate from, the Computer-Based assessments delivered by TDS. The District Test Coordinator may assign this task to other TIDE users. Refer to the *Spring 2020 TIDE User Guide* for instructions.

## Additional Orders

The Additional Order windows are:

**For PBT Schools:** March 17–23, 2020 (2:00pm MST deadline on the 23rd)

For PBT schools, additional orders may be placed if there is not a sufficient number of test booklets in the district coverage of materials, or if Special Paper Version tests are needed. Special Paper Version tests available for PBT schools include Braille and Large Print tests.

**For CBT Schools:** March 17–April 3, 2020 for ELA (2:00pm MST deadline on the 3rd) and March 17–April 17, 2020 for Math (2:00pm MST deadline on the 17th)

For CBT schools, additional orders may be placed for Special Paper Version tests. Special Paper Version tests available for CBT schools include Braille, Large Print, and Regular Print Special Paper Version tests.

### For both PBT and CBT schools:

- Place one additional order per district.
- ADE will review each additional order prior to shipment.

Requests for additional materials must be made in TIDE. Prior to placing an additional order, all students must be added in TIDE. Additional orders will be approved by ADE. Once approved, the order will ship within 48 hours via FedEx Ground with approximate four-day travel duration for delivery. Please plan accordingly if your school is in a remote area where FedEx may not deliver daily.

For instructions on how to place an additional order, refer to the *Spring 2020 TIDE User Guide*.

## Pre-ID Labels

**For PBT**, all students testing using a regular print test must have a Pre-ID label. Most students testing on AzM2 will have appropriate Pre-ID label(s) included in the shipment of test materials. For students without labels or incorrect labels, On-Demand Pre-ID labels must be printed locally from TIDE. The District Test Coordinator may assign this task to a School Test Coordinator. Refer to the *Spring 2020 TIDE User Guide* for instructions on printing Pre-ID labels.

## Special Paper Version Test Accommodations

### New Process for Special Paper Version (SPV) Test Requests

SPV tests will **NOT** be included in initial order shipments. All requests must be approved by ADE using the following steps:

**STEP 1:** Complete a request for a Special Paper Version test for each student using the secure ADE online form. On this form, you must submit pages of the student's official IEP or 504 Plan that indicate the need for a Special Paper Version of the test. The document you submit must include:

- The date of the document and the student's first and last name and SSID.
- The section that indicates the student's testing accommodations.
- The section with classroom accommodations that are used routinely during instruction throughout the year in lieu of computer instruction. The instructional accommodations **MUST** align with the testing accommodations.

## Section 1. General Information

Requests may be submitted November 1–February 28 through the following link:  
<http://www.azed.gov/assessment/spv/>

- SPV tests may not be available for requests submitted after February 28.
- Contact **AzM2@azed.gov** if a student has an injury or illness after February 28 that necessitates a paper test.

**STEP 2:** After receiving approval from ADE, log into TIDE and indicate the Special Paper Version test in the student's profile. Select the checkbox that the student has an IEP or 504 documenting the need for the SPV accommodation.

- **CBT Schools:** Braille, Large Print, and Regular Print Special Paper Version tests.
- **PBT Schools:** Braille and Large Print Special Paper Version Tests.

**STEP 3:** Place the SPV order during the Additional Order window in TIDE.

Students in a Computer-Based school who have a Special Paper Version test accommodation indicated in TIDE will not have access to the CBT AzM2 test.

### ***Data Entry Interface (DEI)***

For CBT and PBT schools, all students who test using a Special Paper Version test must have their responses entered into the Data Entry Interface (DEI). The designated adult that will be entering student responses into DEI must have an appropriate role in TIDE and must have completed the Test Administrator Certification Course.

### ***Special Paper Version Test Kits***

Each Special Paper Version test will arrive in a separate shrink-wrapped test kit. The test kit will contain **ALL** materials needed to administer the test. Please be sure that Test Administrators review the *Spring 2020 AzM2 Test Administration Directions for Special Paper Versions* included in the test kit prior to administration of the test. Instructions on how to use the DEI will be in the *AzM2 Test Administration Directions for Special Paper Versions*.

Special Paper Version test kits will not include a standard test booklet for transcription.

No Pre-ID labels should be applied to the covers of any of the booklets included in the Special Paper Version test kit.

### ***Braille***

**At CBT and PBT schools,** a Paper-Based Braille version of AzM2 is available for any student whose IEP or 504 Plan requires it. The use of a Paper-Based Braille version of AzM2 requires adult entry of student responses into the Data Entry Interface.

### ***Large Print***

**At PBT schools,** a Large Print Paper-Based version of AzM2 is available for any student whose IEP or 504 Plan requires it.

**At CBT schools,** the need for Large Print tests can usually be met through increasing the default zoom setting for the student in TIDE. Additionally, at Computer-Based schools, the use of a paper version Large Print test is limited to students whose IEP or 504 Plan specifically requires paper version Large Print tests. The use of a paper version Large Print AzM2 requires adult entry of student responses into the Data Entry Interface.

### **Regular Print Special Paper Version Test Booklets**

**At CBT schools**, a Paper-Based version of AzM2 is available for any student whose IEP or 504 Plan disallows Computer-Based testing and requires Paper-Based testing. This is a rare accommodation. The use of a paper version test at a Computer-Based testing school requires adult entry of student responses into the Data Entry Interface.

### **Test Administrator Training**

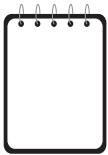
The District Test Coordinator is responsible for assigning Test Administrators for each group of students testing and for each testing room. Test Administrators must be employees of the school and must be trained in the correct test administration and test security procedures. Proctors may also be assigned to assist Test Administrators. All Test Administrators and Proctors must sign a *School Year 2019–2020 Achievement Test Security Agreement*.

AzM2 is a standardized exam; it must be administered exactly as directed in the *Spring 2020 AzM2 Test Administration Directions Grades 3–8* and *Spring 2020 AzM2 Test Administration Directions Grade 10*.

District Test Coordinators must review these manuals and the *Arizona Accommodation Manual* document well before training School Test Coordinators and Test Administrators. This document can be found at <http://www.azed.gov/assessment/accessibility/>.

The training of Test Administrators and Proctors must include a thorough review of test security procedures, the appropriate use of testing conditions and accommodations, test administration procedures, and procedures for handling unexpected or unusual situations.

**For CBT and Data Entry Interface (DEI) access**, all Test Administrators must also complete the Test Administrator Certification Course. This course is available on the Educators & Test Administrators and Test Coordinators pages of the AzM2 Portal (<https://azm2portal.org/users/test-coordinators.shtml> and <https://azm2portal.org/users/test-administrators.shtml>). If the course is not completed, the system will not allow the user to administer tests or enter student responses into DEI.



**NOTE:** PBT Test Administrators who administer Special Paper Version tests must have the appropriate role in TIDE and also complete the Test Administrator Certification Course in order to access the Data Entry Interface (DEI).

All Test Administrators and Proctors should be given copies of the appropriate *Spring 2020 AzM2 Test Administration Directions* at least one day prior to the administration of any AzM2 test. AzM2 Test Administrators and Proctors are expected to read the appropriate *AzM2 Test Administration Directions* prior to administering the AzM2. *AzM2 Test Administration Directions* are not secure test materials and may be kept in classrooms or other non-secure locations.

## Section 2. Computer-Based Testing (CBT) Information

The District Test Coordinators' responsibilities for Computer-Based testing (CBT) schools are outlined in this section from **before** testing to **during** and **after** testing. Remember that only students with an enrollment in TIDE will be able to participate in AzM2. It is the District Test Coordinator's responsibility to ensure that all students who need to take AzM2 assessments have an enrollment in TIDE prior to testing and that any needed accommodations and test settings have been updated in TIDE for each student who needs them. All Test Administrators must have a TIDE account and must be connected to the same district(s) and school(s) as the students they will be testing.

### Before Computer-Based Testing (CBT)

#### Review Sample Tests

All CBT students must take the AzM2 Sample Tests prior to the day of testing and be familiar with the testing tools, resources, and platform. AzM2 Sample Tests are available on the AzM2 Portal and should be used ahead of the test window to:

- Familiarize Test Administrators with the TA interface;
- Train Test Administrators on approving and editing student test settings;
- Teach students how to log into the secure browser (using test tickets, if desired); and
- Allow students to practice answering AzM2 item types and using test tools.

While students may access the AzM2 Sample Tests as a guest at any time, it is recommended that Test Administrators conduct a test session in the Secure Browser with students in order to simulate the real test scenario. Test Administrators can follow the steps outlined in the *Spring 2020 AzM2 Test Administrator User Guide* to open a test session, prepare student devices for testing, and approve students into the test session.

#### Receiving Test Materials

District Test Coordinators will receive the initial order of test materials on March 16–17, 2020. Initial materials will include the *Spring 2020 AzM2 Test Coordinator's Manual* and *Spring 2020 AzM2 Test Administration Directions* for all schools within the district or charter. All materials will be shipped to the District Test Coordinator. The test materials are boxed by district, then by school.

Special Paper Version tests will not be included in initial shipments.

#### Additional Order Window—Special Paper Version Tests

**For CBT Schools:** March 17–April 3, 2020 for ELA (2:00pm MST deadline on the 3<sup>rd</sup>) and March 17–April 17, 2020 for Math (2:00pm MST deadline on the 17<sup>th</sup>).

#### Distribute Test Materials

District Test Coordinators should establish local procedures for providing scratch paper, pencils, and calculators (if applicable) before testing. Refer to the **"AzM2 Calculator Policy"** in Section 1 for details on permitted calculators.

### Test Tickets

Test tickets are an optional (but recommended) resource available in TIDE for CBT testers only. Test tickets contain the information that a student will need to log into the Secure Browser in order to test. These may be a useful resource to streamline the login process, especially for younger students.

If you choose to utilize test tickets, please refer to the *Spring 2020 TIDE User Guide* for instructions on how to print test tickets for students. Test tickets will generate in a PDF and will have 10 tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed.

### During Computer-Based Testing (CBT)

It is the District Test Coordinator's responsibility to ensure that CBT Test Administrators are trained to:

- Properly administer AzM2 using AIR's testing systems;
- Maintain a secure test environment in accordance with AzM2 policies;
- Report any test improprieties to the School Test Coordinator or District Test Coordinator;
- Understand and use correct procedures for an individual student break in a test session. Students who require a stretch break during testing should pause their test to keep the test content secure.
- Ensure that students may not talk, use electronic devices, or leave the room during testing;
- Know correct procedures for students who need additional time to finish their test. Be sure Test Administrators and students understand that after a student's test has been paused for 20 minutes, the student may not be able to return to previous test pages and will resume the test on the page where he or she paused; and
- Not allow any significant break during a test session.

### Monitoring Test Completion

TIDE will store the test completion data for Computer-Based tests (including DEI tests). The **"Plan and Manage Testing"** section of TIDE allows you to generate customized Participation Reports showing your students' testing activity. The reports also show which students have completed testing and which students have yet to begin or complete testing.

### Test Completion Rates

School and district users can generate customized participation reports showing the number of students who have completed each part of each AzM2 test. District-level users can create a file either for a specific school or for the whole district. These reports can be downloaded or opened in Excel.

**NOTE:** For full details on how to navigate the **"Plan and Manage Testing"** section, please refer to the *Spring 2020 TIDE User Guide* found in the **"Resources"** section of the AzM2 Portal ([AzM2portal.org](http://AzM2portal.org)).

## After Computer-Based Testing (CBT)

Collect all used scratch paper and all test tickets.

Verify that all student responses from Special Paper Version tests have been entered in the Data Entry Interface (DEI).

### ***Nonscorable Special Paper Version Tests—Return to Measurement Incorporated (MI)***

After student responses from Special Paper Version tests have been entered into the Data Entry Interface (DEI), District Test Coordinators must return materials to MI.

- Special Paper Version tests include Braille, Large Print, and regular size Special Paper Version tests

Return all Special Paper Version test kits you received in the original Measurement Incorporated shipping box. All materials for returning Special Paper Version tests are included in the District Return Kit, including FedEx Return Labels. Tests can be returned as soon as all students in the district have completed testing and all student responses have been entered into DEI. However, all Special Paper Version tests must be returned no later than April 27, 2020.

**NOTE:** *Spring 2020 AzM2 Test Administration Directions for Special Paper Versions*, used scratch paper, and test tickets are considered secure test materials and must be securely destroyed. It is not necessary to return these materials to Measurement Incorporated (MI).

### ***District/School Return Forms***

Complete either the *District/School Return Form(s)* provided in the original shipment. All Special Paper Version tests must be accounted for and returned to MI. Please note any destroyed materials and/or additional materials received on this form prior to returning.

Put all *District/School Return Forms* into the provided large, white envelope and place in the top of the first box for the district. Multiple schools can be put in the same box as long as the schools are in the same district/charter.

### ***Green Nonscorable Labels***


For **each box** being returned, attach a green Nonscorable label on the side of the box.

**DO NOT cover** or deface the Measurement Incorporated green and white-colored barcoded labels (shown below) that were on the sides and top of each of the boxes when they were shipped to your district. These labels identify your district or school. **DO NOT place** the green Nonscorable label on the top of the box as it will interfere with FedEx processing.

After applying Nonscorable labels, number boxes starting with 1 and continue sequentially through all nonscorable boxes for all schools within the district/charter.

**Do Not Cover MI Label**

**\*\*OPEN ME FIRST\*\***

DO NOT REMOVE THIS LABEL	 9999	DO NOT COVER THIS LABEL
TUMBLEWEED UNIFIED DISTRICT OVERAGE DISTRICTID: 9999		


**Green Nonscorable Label – Put on Side of Box**

**NONSCORABLE**

From:  
TumbleWeed Unified 99999

To:  
Measuremant Incorporaed  
2700 Angier Ave  
Durham NC, 27703

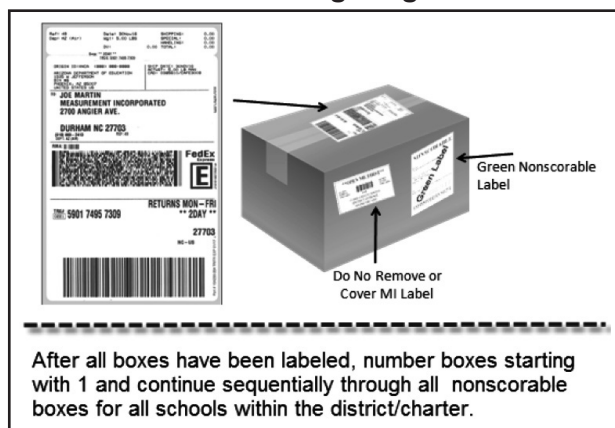
Box \_\_\_\_ of \_\_\_\_  
Place this lable on the side of the box, not the top

  
**09999910355023**

**FedEx 2-Day Return Label**

Place a FedEx 2Day® Return Label on the top of each box. Be sure to either **cover the original FedEx address label** or mark through it to avoid any address confusion during shipping.

Secure the box(es) well with strong packing tape to avoid damage and/or loss during shipping.

**Box Labeling Diagram**

Call 1-800-GO-FedEx (1-800-463-3339) to schedule a pick-up. Please ship your test materials via FedEx Air Standard two-day delivery. Special Paper Version tests can be returned as soon as all students for the district/charter have completed testing. **However, all materials must be picked up by April 9, 2020 for PBT schools and April 27, 2020 for CBT schools.**

If you need assistance regarding your return shipment, contact **AzM2@azed.gov**.

***Nonscorable Test Materials—Destroyed/Discarded Locally***

District Test Coordinators must establish local procedures for destroying the secure nonscorable test materials and discarding non-secure nonscorable test materials.

**Secure** nonscorable materials include:

- Printed test tickets
- Used scratch paper
- *Spring 2020 AzM2 Test Administration Directions for Special Paper Versions*

**Non-secure** nonscorable materials include:

- *Spring 2020 AzM2 Test Coordinator's Manuals*
- *Spring 2020 AzM2 Test Administration Directions*

## Section 3. Paper-Based Testing (PBT) Information

The District Test Coordinators' responsibilities for Paper-Based testing (PBT) schools are outlined in this section from **before** testing to **during** and **after** testing. Remember that only students with an enrollment in TIDE will be able to participate in AzM2. It is the District Test Coordinator's responsibility to ensure that all students who need to take AzM2 assessments have an enrollment in TIDE prior to testing and that sufficient quantities of test materials are available.

### Before Paper-Based Testing (PBT)

#### ***Review Sample Items***

PBT Test Administrators should ensure that students are familiar with how the innovative Computer-Based item types will render on the Paper-Based form of the test. Since AzM2 is a Computer-Based test, the AzM2 Sample Tests are Computer-Based. The *AzM2 Guide to the Sample Tests* available on the AzM2 Portal ([AzM2portal.org/resources](http://AzM2portal.org/resources)) includes samples of how all items will render on the Paper-Based tests.

#### ***AzM2 Test Booklets***

All AzM2 test booklets are consumable; students will respond to test items directly in their test booklets. There are no separate answer documents for AzM2.

For each student in grades 3–8 and 10, there will be one test booklet for ELA that includes Writing, Reading Part 1, and Reading Part 2. For Math, there will be one test booklet that includes Part 1 and Part 2.


#### ***Receiving Test Materials***

District Test Coordinators will receive the initial order of test materials on March 16–17, 2020. Materials for all schools within the district or charter will be shipped to the District Test Coordinator. The test materials are boxed by district, then by school. A district overage of test materials, including test booklets, is also included with the district shipment. Pre-ID labels will be included in the initial shipment of test materials if they were indicated in TIDE prior to January 29, 2020.

Save all boxes for use in returning AzM2 test materials. Do not cover, remove, or deface the green-and-white barcoded label(s) placed on the sides and top of each of the boxes prior to shipping to your district. Information on these green-and-white labels is needed when the box is returned to Measurement Incorporated. These labels will be marked "Do not cover or remove this label."

All boxes will be numbered and will include the district and school name. The first box for each district and each school will have a label with "Open Me First."

**Open Me First Label**

<b>**OPEN ME FIRST**</b>		
DO NOT REMOVE THIS LABEL		DO NOT COVER THIS LABEL
9999		
TUMBLEWEED UNIFIED DISTRICT OVERAGE DISTRICTID: 9999		

All district boxes will be white boxes, and all school boxes will be brown boxes. See the following table for the list of materials that will be shipped for the district and each school.

**Paper-Based Test Materials Checklist**

District Boxes	School Boxes
District Packing List	School Packing List
School Packing List for each school (duplicate copies)	<i>School Return Form</i>
District Return Kit including: <ul style="list-style-type: none"> <li>• <i>District Return Form</i> and Envelope for returning this form</li> <li>• <b>FedEx 2Day® Return Labels for each box</b> in the Return Shipment of test materials</li> <li>• Yellow Scorable Labels for returning used test materials</li> <li>• Green Nonscorable Labels for returning unused test materials</li> <li>• Extra blank Pre-ID labels</li> <li>• Special Handling Envelopes for returning improprieties</li> </ul>	<i>Spring 2020 AzM2 Test Coordinator's Manual</i> <i>Spring 2020 AzM2 Test Administration Directions</i> (one per 20 students) Test booklets packed by content area  Pre-ID labels
<i>Spring 2020 AzM2 Test Coordinator's Manual</i>	Extra blank Pre-ID label sheets
<i>Spring 2020 AzM2 Test Administration Directions</i> (one per 20 test booklets in district overage materials)	
Overage of test booklets packed by content area	

**Inventory Test Materials**

Upon receiving the AzM2 shipment, the District Test Coordinator should immediately inventory all materials using the following steps:

**Verify that all boxes have been received**

- Sort the boxes in numeric order.
- Count the total number of boxes received and compare it to the number of boxes indicated as shipped, based on the number sequence on the shipping label. If the total number of boxes indicated as shipped has not been received by March 17, 2020, email **AzM2@azed.gov**.

**Verify that all District Materials have been received**

The District Test Coordinator must inventory the overage materials in the District boxes.

- Find the white district Box 1 with the label "Open Me First."
- Find the District Packing List, *District Return Form*, and School Packing Lists for each school.
- The School Packing Lists are duplicate copies for the District Test Coordinator. Do not send these School Packing Lists to the schools.

## District Packing List

The **District Packing List** will list all materials received in the district overage boxes. The packing list will list the number of materials sent, the range of numbers for the test booklets, and the box number where the materials can be located.

- Verify the materials received against the District Packing List.
  - Test booklets are numbered sequentially within the shrink-wrapped packages.
  - If there is a discrepancy when initial materials are inventoried, indicate which test booklets are missing on the *District Return Form*.
- As individual test booklet packages are opened, confirm that there are no missing test booklets within the packages. If test booklets are missing, mark the missing security barcode number on the *District Return Form*.
- Test booklets included in the district shipment are an overage amount of the district-wide enrollment counts and should be used to cover any shortages in the school shipments.
- Do not distribute overage test booklets to schools until needed.
- If materials in the district overage shipment do not cover the school shortages, additional materials may be transferred between schools or districts, or additional materials may be ordered during the Additional Orders window.
- Save copies of all packing lists from the initial order and any additional orders to aid in completing the *District Return Form* after testing is completed.

### Sample Packing List (District)

PACKING LIST					
AzM2					
20XX Administration					
Order Type = Initial			Ship To: Tumleweed Unified District		
Tumleweed Unified District			John Doe - 887777		
887777 (District Order)			123 First Avenue		
			Any Town, AZ 81234		
			(520) 355-5880		
MI Order Number: 07320350005082					
TIDE Order Number: 28821					
Product Description	Qty	Qty/ Pkg	Total	Test Booklet Range	Box Range
District Return Form	1		1		1
District Copy of School Packing List(s)	1		1		1
Grade 3 ELA Test Booklets (Blue)	1	5	5	5306296-5306300	1
Grade 3 Math Test Booklets (Light Blue)	1	5	5	1301156-1301160	1
Grade 4 ELA Test Booklets (Orange)	1	5	5	5401676-5401680	1
Grade 4 Math Test Booklets (Pink)	1	5	5	1401256-1401260	1
Grade 5 ELA Test Booklets (Green)	1	5	5	5503951-5503955	1
Grade 5 Math Test Booklets (Light Green)	1	5	5	1501441-1501445	1
Grade 6 ELA Test Booklets (Puce)	1	5	5	5601441-5601445	1
Grade 6 Math Test Booklets (Pink)	1	5	5	1601576-1601580	1
Grade 7 ELA Test Booklets (Green)	1	5	5	5707351-5707355	1
Grade 7 Math Test Booklets (Light Green)	1	5	5	1702586-1702590	1
Blank Label Sheets for On-Demand Student Labels	7		7		1
Test Coordinator Manual (Yellow/Red)	1		1		1
Test Administration Directions	1		1		1
District Return Kit	1		1		1
[Total Number of Boxes in this Order = 1]					
IMMEDIATELY INVENTORY ALL TEST MATERIAL RECEIVED. If the total number of boxes in this order as indicated above has not been received by March 20, 20XX, contact the AzM2 Help Desk at 1-844-560-7812 or azm2helpdesk@air.org.					
Please KEEP this packing list for your records.					
For MI Use Only - Order Verified By: _____					
Printed: 11/22/2019 Shipped Via: Fedex Ground Page 1 of 1					


### District Return Form

#### DISTRICT RETURN FORM

AzM2  
20XX Administration

Order Type = Initial  
Tumbleweed Unified District  
887777 (District Order)

DISTRICT CODE: 88777  
DISTRICT: Tumbleweed Unified District  
DTC: John Doe



MI Order: 07320350005082

---

SECURITY RANGE

TEST BOOKLETS

TEST BOOKLET RETURN DETAILS

---

DISTRICT OVERAGE AzM2 TEST BOOKLETS

	# SENT	AO*	TOTAL REC	# UNUSED	# MISSING
Grade 3 ELA: 5306296 - 5306300	5				
Grade 3 Math: 1301156 - 1301160	5				
Grade 4 ELA: 5401676 - 5401680	5				
Grade 4 Math: 1401256 - 1401260	5				
Grade 5 ELA: 5503951 - 5503955	5				
Grade 5 Math: 1501441 - 1501445	5				
Grade 6 ELA: 5601441 - 5601445	5				
Grade 6 Math: 1601576 - 1601580	5				
Grade 7 ELA: 5707351 - 5707355	5				
Grade 7 Math: 1702586 - 1702590	5				

\*AO INCLUDES ADDITIONAL MATERIALS RECEIVED.

TEST NAME	TEST BOOKLET RANGE	COMMENTS

TEST BOOKLET #'S MISSING, DESTROYED OR TRANSFERRED OUT.

TEST NAME	TEST BOOKLET RANGE	COMMENTS

\*IF MORE LINES ARE NEEDED, USE THE BACK OF THE FORM.

I CERTIFY THAT ALL SPRING 20XX TEST BOOKLETS HAVE BEEN RETURNED TO MEASUREMENT INC UNLESS IDENTIFIED ABOVE. I HAVE:

- (1) VERIFIED EACH TEST BOOKLET SECURITY NUMBER; AND
- (2) COUNTED EACH TEST BOOKLET INDIVIDUALLY.

\_\_\_\_\_  
SIGNATURE OF DTC

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

Printed: 11/22/2019 Page 1 of 1

## District Return Form

The ***District Return Form*** is used to track all district materials received and returned to MI. Complete and sign the ***District Return Form***.

District Overage AzM2 Test Booklets; complete the fields as described below.	
<b>#Sent</b>	This field will be prepopulated with the number of test booklets sent in the initial district order.
<b>AO*</b>	<p>Indicate the number of additional order test booklets received. Also include the number of test booklets received or transferred into the district from another school or district. Delete the number of test booklets transferred out to a school or another district.</p> <p>* If materials are received from another district or transferred to another district, attach copy of Transfer of AzM2 Secure Test Materials form (Appendix A) to the <i>District Return Form</i>.</p> <p>All additional test booklets or test booklets transferred in must be listed in the section “<b>*AO Includes Additional Materials Received or Transferred into District.</b>”</p>
<b>Total Rec</b>	Add the “# Sent” and “AO*” for the total number of district materials received.
<b>#Unused</b>	The number of test booklets being returned as nonscorable.
<b>#Missing</b>	<p>The “Total Rec” and the “# Unused” should be the same. If there is a discrepancy, indicate the difference in the “# Missing.”</p> <p>All missing test booklets, including test booklets transferred out must be identified in the section “<b>Test Booklet #'s Missing, Destroyed or Transferred out.</b>”</p>
*AO includes Additional Materials received or transferred into district; complete this section as described below.	
<b>Test Name</b>	List the appropriate grade level and content area.
<b>Test Booklet Range</b>	Barcodes can be added individually, or a range of barcodes may be added.
<b>Comments</b>	Comments may include additional order, transferred from another school or district.

Test Booklet #'s Missing, Destroyed or Transferred out; complete this section as described below.	
<b>Test Name</b>	List the appropriate grade level and content area.
<b>Test Booklet Range</b>	Barcodes can be added individually, or a range of barcodes may be added.
<b>Comments</b>	Comments may include missing in initial order, destroyed or transferred out to another school or district.

*District Return Form* and *School Return Forms* for each school must be completed and returned to MI in the large **District Return Form Envelope** provided in your District Return Kit. Place envelope at the top of Box 1.

All test booklets shipped to the district and each school within the district/charter will be scanned and inventoried by MI to verify that all test booklets (both scorable and nonscorable) have been returned. It is important to inventory all materials upon delivery and mark any discrepancies on the *School Return Form*.

### Verify that all School Materials have been received

The District Test Coordinator or the School Test Coordinator must inventory the materials shipped for each school.

- Find the brown school box with the label “Open Me First.”
- Find the School Packing List and the *School Return Form*.

## School Packing List

The **School Packing List** will list all materials received in the school boxes. The packing list will list the number of materials sent, the range of numbers for the test booklets, and the box number for where the materials can be located.

- Verify the materials received against the School Packing List.
  - Test booklets are numbered sequentially within the shrink-wrapped packages.
  - If there is a discrepancy when initial materials are inventoried, indicate the test booklets missing on the *School Return Form*.
  - As individual test booklet packages are opened, confirm that there are no missing test booklets within the packages. If test booklets are missing, mark the missing security bar code number on the *School Return Form*.
- Verify that the actual number of test booklets received is sufficient for the actual number of students testing. If additional test booklets are needed, contact the District Test Coordinator.
- Save copies of all packing lists from the initial order to aid in completing the *School Return Form* after testing is completed.

## School Return Form


The **School Return Form** is used to track all school materials received and returned to the District Test Coordinator.

Complete and sign the *School Return Form* for each school in the district/charter.

AzM2 Test Booklets; complete the fields as described below.	
#Sent	This field will be prepopulated with the number of test booklets sent in the initial school order.
AO*	Mark the number of additional test booklets received from district overage, or from another school. Delete the number of any test booklets that were transferred out of the school. All additional test booklets must be listed in the section <b>"*AO Includes Additional Materials Received or Transferred into School."</b>
Total Rec	Add the "# Sent" and "AO*" for the total number of school materials received.
Scorable	The number of used test booklets being returned for scoring.
#Unused	The number of test booklets being returned as nonscorable.
#Missing	The "Scorable" and the "#Unused" should equal the "Total Rec" for the school. If there is a discrepancy, indicate the difference in the "#Missing." All missing test booklets, including test booklets that were contaminated and securely destroyed at district and test booklets transferred out must be identified in the section <b>"Test Booklet #'s Missing, Destroyed or Transferred out."</b>
*AO Includes Additional Materials from District Overage; complete this section as described below.	
Test Name	List the appropriate grade level and content area.
Test Booklet Range	Barcodes can be added individually, or a range of barcodes may be added.
Comments	Comments may include additional order, transferred from another school or district.
Test Booklet #'s Missing, Destroyed or Transferred Out; complete this section as described below.	
Test Name	List the appropriate grade level and content area.
Test Booklet Range	Barcodes can be added individually, or a range of barcodes may be added.
Comments	Comments may include missing in initial order, destroyed or transferred out to another school or district.

All test booklets shipped to schools will be scanned and inventoried by MI to verify that all test booklets (both scorable and nonscorable) have been returned. It is important to inventory all materials upon delivery and mark any discrepancies on the *School Return Form*.

### School Return Form

SCHOOL RETURN FORM							
AzM2							
20XX Administration							
Order Type = Initial				ENTITY#: 887777.887777			
Tumbleweed School				DISTRICT: Tumbleweed Unified District			
887777.887777 (School Order)				SCHOOL: Tumbleweed School			
				DTC: John Doe			
							
MI Order: 0732035004883							
TEST BOOKLETS							
SECURITY RANGE				TEST BOOKLET RETURN DETAILS			
AzM2 TEST BOOKLETS				# SENT	AO*	TOTAL REC	SCORABLE # UNUSED # MISSING
Grade 3 ELA: 5309506 - 5309510				5			
Grade 3 ELA: 5310761 - 5310765				5			
Grade 3 Math: 1306851 - 1306860				10			
Grade 4 ELA: 5407966 - 5407970				5			
Grade 4 Math: 1410021 - 1410025				5			
Grade 5 ELA: 5512146 - 5512155				10			
Grade 5 Math: 1506511 - 1506520				10			
Grade 6 ELA: 5611521 - 5611535				15			
Grade 6 Math: 1612266 - 1612280				15			
Grade 7 ELA: 5710511 - 5710520				10			
Grade 7 Math: 1710171 - 1710180				10			
Complete this School Return Form and return to your District Test Coordinator with your test materials. Retain a copy for your records.							
I CERTIFY THAT ALL SPRING 20XX TEST BOOKLETS HAVE BEEN RETURNED TO MY DTC UNLESS IDENTIFIED ABOVE. I HAVE:							
(1) VERIFIED EACH TEST BOOKLET SECURITY NUMBER; AND							
(2) COUNTED EACH TEST BOOKLET INDIVIDUALLY.							
SIGNATURE OF STC		PRINTED NAME		DATE			
Printed: 11/22/2019				Page 1 of 1			

***Transferring Secure Materials Between Schools Within Your District***

If a school in your district has a shortage of test materials and your supply of district overage materials has been exhausted, you may transfer test materials from another school within your district that has more materials than needed for their students. It is the responsibility of the District Test Coordinator to track these transfers of secure materials so that all test booklets are accounted for at all times and returned appropriately after testing has been completed. Each school must indicate on its *School Return Form* any test booklets that have been received or transferred out.

***Transferring Secure Materials to Another District***

If you have a shortage of test materials after you have exhausted your district overage and any school overages, you may request a transfer of test materials from a neighboring district if the district has a sufficient overage of materials to fulfill your needs. In the event that secure test materials are transferred between districts, the District Test Coordinators for both districts must complete the *Transfer of AzM2 Secure Test Materials* form found in “**Appendix A**” of this manual.

District Test Coordinators for both districts involved in the transfer must ensure that the documentation of transferred materials is complete and accurate and both District Test Coordinators must sign the transfer form.

Both District Test Coordinators should:

- Indicate the number of test materials and the security bar code numbers that are either being transferred into or transferred out of their district.
- If materials are being transferred into your district, indicate the number of test materials under the AO\* column on the *District Return Form*.
- If materials are being transferred out of your district, indicate the number of materials missing on the *District Return Form*.
- Include a copy of the *Transfer of AzM2 Secure Test Materials Form* with the *District Return Form* to Measurement Incorporated when test materials are returned. A copy of this form is in Appendix A. You may photocopy the form from the manual.

***Additional Order Window***

The Additional Order window is:

**For PBT Schools:** March 17–23, 2020 (2:00 pm MST deadline on the 23<sup>rd</sup>)

- When Additional Order materials arrive in the district, follow procedures for inventorying materials.
- On the *District Return Form*, write in the number of Additional Order test materials received under the AO\* column.
- Save Additional Order Packing Lists to aid in completing the *District Return Form* after testing is completed.

***Pre-ID Labels***

A student Pre-ID label is required for each test booklet. Most students will receive Pre-ID labels in the test materials shipment. Students who do not have Pre-ID labels in the shipment will need to have On-Demand labels printed for them from TIDE. If a student’s Pre-ID label is damaged or

includes any incorrect information, a new On-Demand label will need to be printed prior to the student testing.

Additional blank On-Demand labels are included in Box 1 for the district and each school shipment.

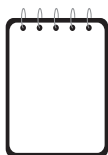
On-Demand printing of additional labels is available through TIDE for the School Test Coordinator, District Administrator, and District Test Coordinator user roles. Instructions for printing On-Demand Pre-ID labels are in the *Spring 2020 TIDE User Guide*, found on the AzM2 Portal ([AzM2portal.org/resources](http://AzM2portal.org/resources)).

Apply Pre-ID labels to test booklets prior to distributing them to students. When applying labels, especially On-Demand labels, check carefully that the student's information is printed clearly and completely on the label prior to placing it on a test booklet.

Apply the Pre-ID label inside the Student Barcode Label box on the front cover of the test booklet. Do not try to remove and reapply the label if it appears to be improperly placed. If labels are improperly placed, contact ADE for guidance on how to proceed. Test booklets must have a Pre-ID label or On-Demand label to be scored. **Any test booklets with anything other than a Pre-ID or On-Demand label, including homemade labels, handwritten student information, or copies of test tickets, will not be scored.**

No Pre-ID label should be applied to the cover of any test booklet included in the Special Paper Version test kit.

Unused Pre-ID labels for students who no longer attend the school should not be applied to test booklets. Unused Pre-ID labels should be securely destroyed after testing is completed.



**NOTE:** Only use the label stock included in your shipment of materials from Measurement Inc. to create On-Demand labels from TIDE. Student information may be cut off or misaligned if On-Demand labels are printed using any other type of label stock. If additional label stock is needed, it can be ordered during the Additional Order window.

All responses recorded in Special Paper Versions or accommodated versions of test booklets must be transferred into DEI prior to test materials being returned to MI. These Special Paper Version test booklets must be returned with all other nonscorable test materials for your district and schools.

### During Paper-Based Testing (PBT)

Test Administrators must follow security procedures and test administration procedures during the test session as found in the appropriate *Spring 2020 AzM2 Test Administration Directions*. Test Administrators should be given the *Spring 2020 AzM2 Test Administration Directions* prior to the test session. Test Administrators must be familiar with which accommodations students are allowed during testing. The Test Administrator must complete the Accommodations Data Grid on the back of the test booklet for students who received accommodations.

All Test Improprieties and security breaches must be reported to the District Test Coordinators. All Test Administrator errors and student cheating incidents must be reported to ADE using the Incident Report posted on the AzM2 Test Coordinator web page.

**Precautions**

- Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their test booklets. Doing so may cause scoring discrepancies. Students can use a No. 2 pencil for any annotations or underlining.
- Do not allow students to use correction fluid on the scorable test booklets. Doing so may cause scoring discrepancies.
- Do not allow students to make any marks near the timing marks on the edges of the scorable test booklets. Doing so may cause scoring discrepancies.
- Do not allow students to use extra paper or ink to write their ELA Writing test responses in the scorable test booklets. Only responses that are written in pencil on the pages designated **“Final Copy”** in the scorable test booklets will be scored.
- Do not use “sticky” notes, paper clips, tape, staples, or glue on the scorable test booklets.
- Do not insert loose papers into the scorable test booklets.
- Do not tape or glue additional paper into the scorable test booklets.
- Do not photocopy the test booklets.
- Do not disassemble or remove pages from test booklets.

**After Paper-Based Testing (PBT)**

- Collect all test materials and scratch paper from Test Administrators.
- All AzM2 test booklets are returned to Measurement Incorporated (MI).
- The used test booklets (regular size) are returned as scorable materials.
- The unused test booklets and Special Paper Version tests (Large Print test booklets and Braille test booklets) are returned as nonscorable materials.
- All used scratch paper, unused Pre-ID labels, any contaminated test booklets, and any student responses that were produced electronically must be securely destroyed either at the district or school.
- *Spring 2020 AzM2 Test Coordinator’s Manuals* and *Spring 2020 AzM2 Test Administration Directions* can be discarded locally either at the district or school.
- District Test Coordinators should provide specific instructions how these materials will be either securely destroyed or discarded.

**Preparing Test Booklets for Return to Measurement Incorporated (MI)**

- Verify that all test booklets have been collected from Test Administrators.
- Verify that all test booklets included on the District Packing List, all School Packing Lists, and any Additional Order Packing Lists are accounted for.
- All test booklets will be inventoried upon return to MI. District Test Coordinators will be contacted regarding any missing test booklets.
- Separate all scorable (used) test booklets from nonscorable (unused) test materials.
- Remove any loose sheets of paper from the test booklets.

- Transfer student responses from any test booklets contaminated with blood, vomit, or other bodily fluids to a clean test booklet with a new Pre-ID label. Securely destroy the contaminated test booklet. For any contaminated test booklet that is destroyed at the district, mark the security bar code number on the *School Return Form*. Make a note that the test was contaminated and was destroyed.
- Transfer student responses from any Special Paper Version tests into the DEI.
- Complete a *Transfer of AzM2 Secure Test Materials Form* for any test booklets received from or transferred to another district. Return the *Transfer of AzM2 Secure Test Materials Form* with the *District Return Form*.

### Complete the *District Return Form*

- The number of test booklets sent was prepopulated and verified during the initial inventory of test booklets.
- Any Additional Order test booklets that were received by the district and any test booklets received from a school or another district should be included under the AO\*.
- The total number of test booklets sent and the number of Additional Order booklets (AO\*) equals the Total Rec.
- List the number of scorable (used) test booklets being returned for scoring.
- List the number of nonscorable (unused) materials being returned.
- The number of nonscorable (unused) test booklets should equal the number of “Total Rec.” If there is a difference, indicate the number of test booklets under the “Missing” column.
- All missing test materials must be accounted for. Complete the information at the bottom of the *District Return Form* under the section “**Test Booklets Missing, Destroyed, or Transferred Out**” for any materials that are missing. Provide explanation of missing materials. Missing test materials will include:
  - Test booklets not received in initial order or additional order;
  - Test booklets transferred to a school within your district/charter; and
  - Test booklets transferred to another district or another school not within your district/charter (include a copy of the *Transfer of AzM2 Secure Test Materials Form*).

### Complete the *School Return Form*

- The number of test booklets sent was prepopulated and verified during the initial inventory of materials.
- Any additional test booklets that were received from the district overage materials should be included under the AO\*.
- Total number sent and AO\* for Total Rec.
- List the number of scorable (used) test booklets being returned for scoring.
- List the number of nonscorable (unused) test booklets being returned.
- The total number of scorable (used) test booklets and nonscorable (unused) test booklets should equal the number of “Total Rec.” If there is a difference, indicate the number of test booklets under the “Missing” column.

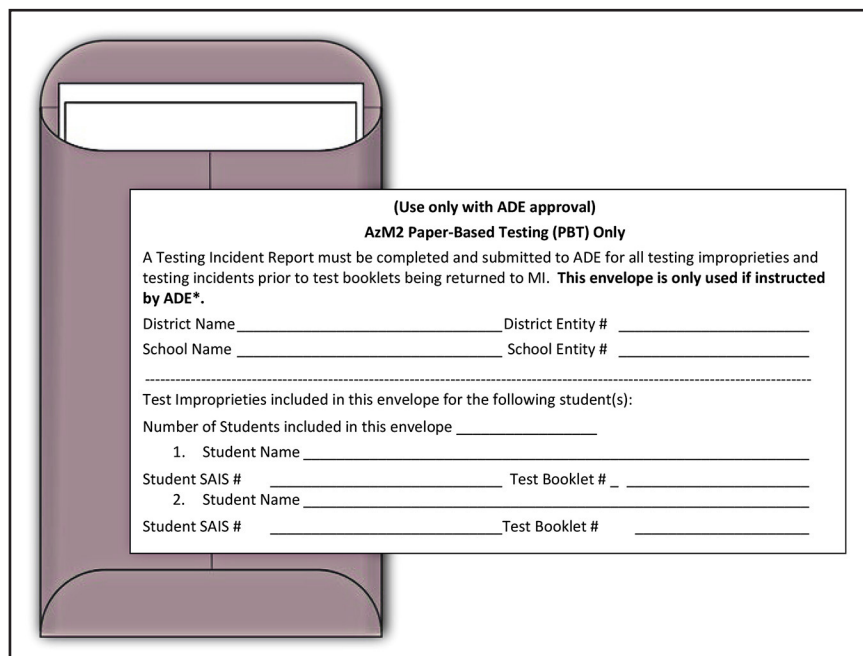
- All missing test materials must be accounted for. Complete the information at the bottom of the *School Return Form* under the section “**Test booklets missing, destroyed, or transferred out**” for any materials that are missing. Provide explanation of missing or destroyed materials. Missing test materials will include:
  - Test booklets not received in initial order;
  - Test booklets contaminated and securely destroyed; and
  - Test booklets transferred to a school within your district/charter.

### **Boxing Scorable Test Booklets**

Scorable test booklets include completed and partially-completed standard AzM2 test booklets. (All Special Paper Version test booklets are nonscorable materials and are to be returned with other nonscorable materials.)

- Separate the ELA test booklets and Math test booklets for each school.
- Place all scorable test booklets in boxes. Sort by grade (where applicable), school, and content area. Boxes can be mixed with different schools and content area. All materials are to be returned to MI in the boxes in which they were shipped. A sample packing diagram for returning used (scorable) test booklets is available on the next page.
- Do not mix nonscorable test booklets in the same box as scorable test booklets.
- Place the *District Return Form* and *School Return Forms* in the large envelope provided in your District Return Kit on top of Box 1.
- If directed by ADE to return the Pink Special Handling Envelope(s), place the envelope(s) in the first scorable box for the district immediately below the *District* and *School Return Forms*. **Special Handling Envelopes are not to be returned to MI without approval by ADE.**

### **Sample Special Handling Envelope**



(Use only with ADE approval)  
**AzM2 Paper-Based Testing (PBT) Only**

A Testing Incident Report must be completed and submitted to ADE for all testing improprieties and testing incidents prior to test booklets being returned to MI. **This envelope is only used if instructed by ADE\*.**

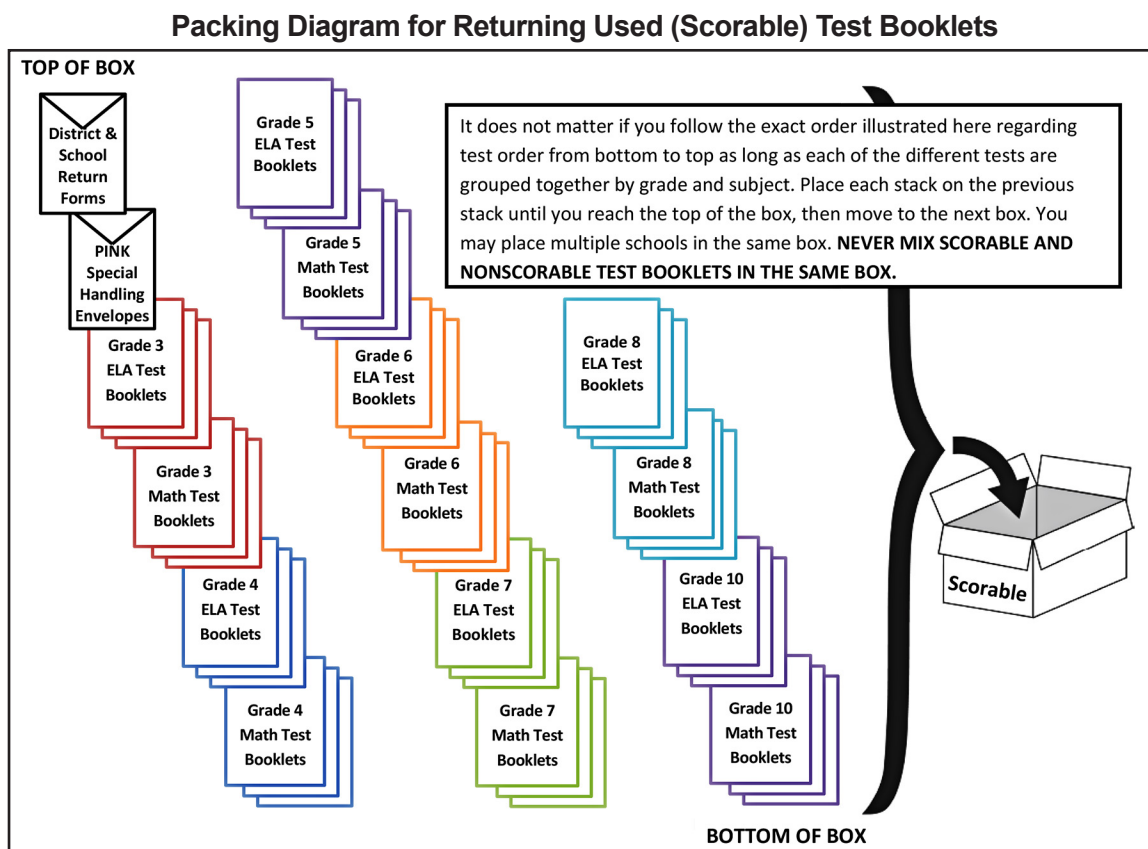
District Name \_\_\_\_\_ District Entity # \_\_\_\_\_  
 School Name \_\_\_\_\_ School Entity # \_\_\_\_\_

---

Test Improprieties included in this envelope for the following student(s):  
 Number of Students included in this envelope \_\_\_\_\_

1. Student Name \_\_\_\_\_  
 Student SAIS # \_\_\_\_\_ Test Booklet # \_\_\_\_\_

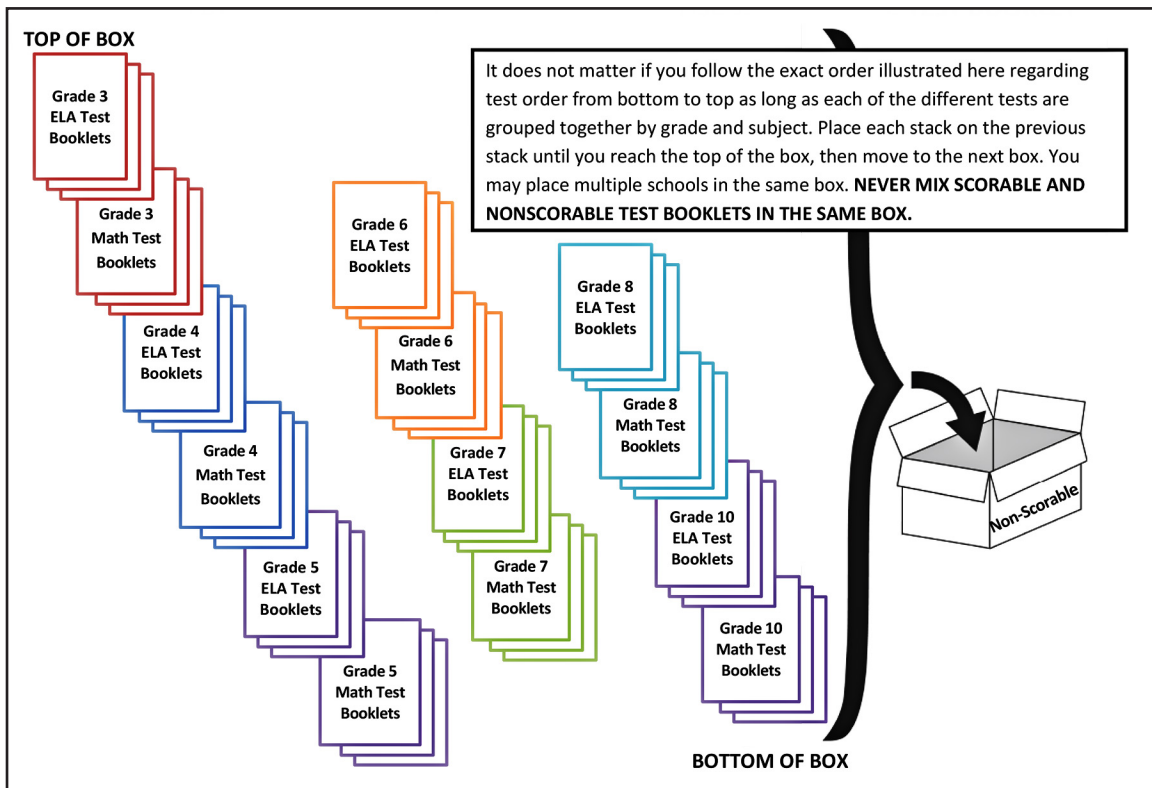
2. Student Name \_\_\_\_\_  
 Student SAIS # \_\_\_\_\_ Test Booklet # \_\_\_\_\_



### ***Boxing Nonscorable Test Booklets (Including Special Paper Version Tests)***

Nonscorable test booklets include unused test booklets, including district overage booklets, and all Special Paper Version tests (Braille and Large Print).

- Separate test booklets by grade and content.
- Place all nonscorable test booklets in a separate box or boxes. See sample diagrams below.

**Packing Diagram for Returning Used (Nonscorable) Test Booklets**

After all boxes are packed according to the diagrams above:

- Place one yellow “Scorable” label on the **SIDE** of each box that contains scorable materials.
- Place one green “Nonscorable” label on the **SIDE** of each box that contains nonscorable materials.

**NOTE:** Do **NOT** cover or deface the green-and-white barcoded labels that were on the sides and top of each of the boxes when they were shipped to your district. These labels identify your district or school in case the Scorable or Nonscorable label is damaged during shipping.

- After applying Scorable and Nonscorable labels, number boxes starting with 1 and continue sequentially through all scorable and nonscorable boxes for all schools within the district/charter. The total number of boxes for the district will include both the scorable and nonscorable boxes. For example, if scorable boxes are numbered 1–7, start numbering nonscorable boxes with 8.
- On **each** box that you are returning to MI, place a FedEx 2Day® Return Label over the original FedEx label that was on the box when it was shipped to the district, or remove the original FedEx label altogether.

**NOTE:** Do **NOT** tamper with the preprinted information on the FedEx 2Day® Return Label in any way, as this may affect FedEx processing and delay your shipment. Be sure to retain a copy of your FedEx tracking numbers.

**FedEx Pick-up of Scorable and Nonscorable Boxes:** As soon as testing has been completed, but no later than April 9, 2020.

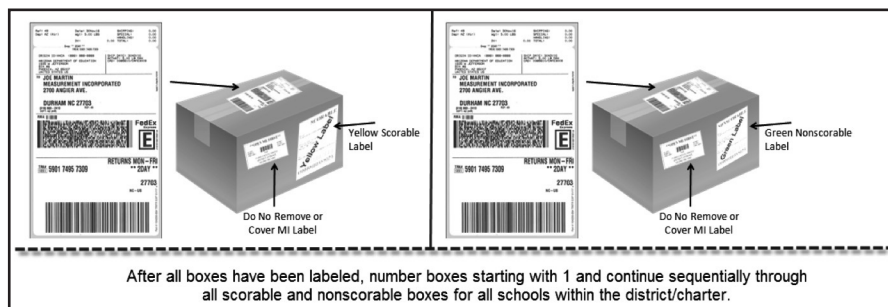
All districts and schools are to return test booklets using the FedEx 2Day® Return Labels that were provided in the District Return Kit.

If you are missing your FedEx 2Day® Return Labels for return or if you have any questions about returning your test materials via FedEx, contact **AzM2@azed.gov**.

- Call 1-800-GoFedEx® (1-800-463-3339) or schedule your pick-up online at **FedEx.com**. You must contact FedEx at least 48 hours before desired pick-up time. Remote areas should allow 72 hours. Even if FedEx typically comes to your district daily, you must schedule your shipment in advance to ensure that the driver has enough room on the truck to accept your shipment. The last day to contact FedEx is April 8, 2020.
- Have the following information available when you call:
  - Tracking number(s) from your FedEx return label(s);
  - Your phone number;
  - The address from which your materials will be picked up;
  - The pick-up date;
  - The total number of boxes you are returning; add scorable boxes and nonscorable boxes together in one complete shipment; and
  - The average box weight; you can use 30 pounds per box.
  - Place the boxes where the FedEx driver normally delivers or picks up packages.

**All AzM2 shipments must be picked up by April 9, 2020.**

**Box Labeling Diagram**



### ***Other Nonscorable Test Materials***

All test materials other than test booklets are to be destroyed or discarded at your school or district. Nonscorable materials to be **securely destroyed locally** include:

- Used scratch paper
- Unused Pre-ID labels
- Any contaminated test booklets
- *Spring 2020 AzM2 Test Administration Directions for Special Paper Versions*
- Any student responses that were produced electronically or on paper other than the test booklet and were subsequently transferred into the test booklet for scoring

Nonscorable materials to be **discarded locally** include:

- *Spring 2020 AzM2 Test Coordinator's Manuals*
- *Spring 2020 AzM2 Test Administration Directions*

## Section 4. Data Entry Interface (DEI) Information for Special Paper Version Tests

The Data Entry Interface (DEI) is a component of the AzM2 Computer-Based testing system. This section describes the District Test Coordinators' responsibilities for DEI for students that received a Special Paper Version test booklet.

Special Paper Version tests include:

- **For CBT schools** – Braille, Large Print, and Regular Print paper tests
- **For PBT Schools** – Braille and Large Print

For CBT and PBT schools, all students who test using a Special Paper Version test must have their responses entered into the Data Entry Interface (DEI). The designated adult that will be entering student responses into DEI must have an appropriate role in TIDE and have completed the Test Administrator Certification Course.

Test Administrators must provide students using the Special Paper Version test of AzM2 with sufficient time to complete the test and also sufficient time to enter the student responses into DEI by the close of the appropriate test window.

### Administering Special Paper Version Tests

Special Paper Version test kits will include *Spring 2020 AzM2 Test Administration Directions for Special Paper Versions* that are specific for each Special Paper Version test and will include specific instructions for test items, if applicable.

Regular test booklets are not included in the Special Paper Version test kits. The Test Administrator should use the Computer-Based test in the DEI to answer questions from the student about the directions that are included in the test. However, the Test Administrator **must not read or interpret** any test questions for the student.

### Logging into the Data Entry Interface and Accessing the Student's Assessment

Logging into the Data Entry Interface and accessing the student's assessment is via the AzM2 Portal (**AzM2portal.org**). Access to DEI is based on your user role in TIDE. Instructions for entering student responses into DEI are in the *Spring 2020 AzM2 Test Administration Directions for Special Paper Versions*. You may pause data entry at any time. Student responses can be entered over multiple days.

### Transferring Student Responses to the DEI

All responses for students using a Special Paper Version test of AzM2, including the writing response, multiple choice responses, and extended or open-ended responses, must be transferred into a Computer-Based test using the Data Entry Interface. The responses must be entered by a Test Administrator who has completed the Test Administrator Certification Course and signed an *Achievement Test Security Agreement*. Responses in the Special Paper Version tests that have not been transferred into the DEI will not be scored.

Please contact ADE for any questions about entering student responses into the DEI.

## Return Materials to Measurement Incorporated (MI)

All AzM2 Special Paper Version test booklets must be returned to MI by the end of the test window as nonscorable materials. The *Spring 2020 AzM2 Test Administration Directions for Special Paper Versions* must be securely destroyed at your district/charter.

### For PBT Schools:

- Last day to enter student responses into DEI is April 8.
- Last day to return Special Paper Version Test booklets to MI is April 9 (along with all other test materials for the district/charter).

### For CBT Schools:

- Last day to enter student writing responses into DEI is April 10.
- Last day to enter student reading/math responses into DEI is April 24.
- Last day to return Special Paper Version Test booklets to MI is April 27.

## Section 5. Getting Help

### Username/Password

Your login information is your email address. If you forgot your password or need a new password, please use the “**Forgot Your Password?**” link to reset it. This is on the Login page on the AzM2 Portal.

### Add/Remove Users/Students

To add, edit, or delete user accounts in TIDE you must have the role of District Test Coordinator (DTC), District Administrator (DA), or School Test Coordinator (STC). More information is provided in the *Spring 2020 TIDE User Guide*.

### Rosters

To add or modify rosters in TIDE, you must have the role of District Test Coordinator (DTC), District Administrator (DA), School Test Coordinator (STC), or School Report Viewer (SRV) in TIDE. More information can be located in the *Spring 2020 TIDE User Guide*.

### TA Certification

All Test Administrators administering Computer-Based tests (CBT) or entering student responses into Data Entry Interface (DEI) must complete the TA Certification. Test Administrator Certification is located on the Educators & Test Administrators or Test Coordinators home page on the AzM2 Portal.

### ADE's AzM2 Inbox

The AzM2 Inbox should be your first contact concerning AzM2 questions. All questions concerning test administration, students required to test, test schedules, test improprieties, and any issues that arise during test administration should be sent to the AzM2 Inbox.

**ADE's AzM2 Inbox**  
Email Support: [AzM2@azed.gov](mailto:AzM2@azed.gov)

**High Importance** – For issues that arise during actual student testing, send an email to the AzM2 Inbox and indicate in the subject line “Students Testing – Need Help”. Mark your email with a “High Importance” flag. Include a phone number so that we are able to contact you back if necessary. ADE will respond as quickly as possible. Do not leave a voice message as these calls are not responded to as quickly as emails. **In your email, include any error message or code the student or TA is receiving.**

### AIR's AzM2 Help Desk

**If an issue arises during student testing, contact ADE's AzM2 Inbox first (see email listed above).**

Contact AIR's AzM2 Help Desk with questions regarding any of the TIDE tasks, technical issues, issues receiving or returning Paper-Based test materials, and general testing or functionality questions.

**AIR's AzM2 Help Desk**  
1-844-560-7812  
Email Support: [azm2helpdesk@air.org](mailto:azm2helpdesk@air.org)  
Chat Support: [azm2portal.org/chat](https://azm2portal.org/chat)

## Appendix A. Transfer of AzM2 Secure Test Materials

This form is to be used when transferring secure test booklets between districts. The receiving district shall return all booklets in their return shipment to Measurement Incorporated and include a copy of this form with the *District Return Form* in Box 1 of the return shipment. The transferring district should attach a copy of this form to their *District Return Form* when returning that form to Measurement Incorporated once test materials have been picked up by FedEx.

Originating District/School: \_\_\_\_\_

District Entity #: \_\_\_\_\_

District Name: \_\_\_\_\_

Printed Name of District Test Coordinator: \_\_\_\_\_

Receiving District/School: \_\_\_\_\_

District Entity #: \_\_\_\_\_

District Name: \_\_\_\_\_

Printed Name of District Test Coordinator: \_\_\_\_\_

Secure Test Booklets being transferred

\_\_\_\_\_  
\_\_\_\_\_

Indicate Grades 3–8 or Grade 10 Test Booklets: \_\_\_\_\_

Test Booklet Barcode Range: \_\_\_\_\_ to \_\_\_\_\_

Test Booklet Barcode Range: \_\_\_\_\_ to \_\_\_\_\_

Individual Test Booklet Barcodes transferred:

\_\_\_\_\_  
\_\_\_\_\_

By my signature, I certify that the above listed AzM2 test booklets are being transferred as noted above. Both District Test Coordinators must sign:

Test Coordinator Signature (Transferring to): \_\_\_\_\_ Date: \_\_\_\_\_

Test Coordinator Signature (Transferring from): \_\_\_\_\_ Date: \_\_\_\_\_

**Submit a copy along with the *District Return Form* for your district/charter.**

**Keep a copy for your records.**

## Checklist for Packing and Shipping Test Materials

### **District Checklist**

- ☐ Verify that all test booklets have been collected from Schools and Test Administrators.
- ☐ Verify that all test booklets included on the District Packing List, all School Packing Lists, and any Additional Order Packing Lists are accounted for.
- ☐ Complete and return the *Transfer of AzM2 Secure Test Materials Form*, if used.
- ☐ Complete the *District Return Form*.
- ☐ Indicate any discrepancies with the number of materials received and returned on the *District Return Form*.
- ☐ Account for all materials. District Test Coordinators will be contacted regarding missing test booklets.

### **PBT School Checklist**

- ☐ Verify that all test booklets have been collected from Test Administrators.
- ☐ Separate all scorable (used) test booklets, nonscorable (unused) test booklets, and all Special Paper Version tests (used and unused).
- ☐ Remove all loose sheets of paper from test booklets.
- ☐ Transfer student responses from test booklets contaminated with bodily fluids to a clean test booklet with a new Pre-ID label. Make note on *School Return Form* to explain that booklet was contaminated and securely destroyed.
- ☐ Transfer student responses from any Special Paper Version tests into the Data Entry Interface (DEI).
- ☐ Complete the *School Return Form*.
- ☐ Indicate any discrepancies with the number of materials received and returned on the *School Return Form*.
- ☐ All materials must be accounted for.

### **CBT School Checklist**

- ☐ Verify that all Special Paper Version tests have been collected from Test Administrators.
- ☐ Transfer student responses from any Special Paper Version tests into the Data Entry Interface (DEI).
- ☐ Complete the *School Return Form*.

### **Boxing Scorable Test Booklets (PBT only)**

Scorable test booklets include completed and partially completed standard AzM2 test booklets. (Do not return any Special Paper Version tests with this shipment.)

- ☐ Separate the ELA test booklets and Math test booklets for each school.
- ☐ Separate by grade level and content area.
- ☐ Place scorable test booklets in box(es) materials were originally shipped in. Multiple schools can be put in the same box if the schools are in the same district/charter.
- ☐ Do not mix nonscorable test booklets or Special Paper Version tests in the same box as scorable test booklets.

- ☐ Place the *District Return Form* and *School Return Form(s)* in the large envelope provided in your District Return Kit on top of Box 1.
- ☐ If directed by ADE to return the Pink Special Handling Envelope(s), place the pink envelope in the first scorable box for the district immediately below the envelope containing the *District* and *School Return Forms*. Complete information on the front of the pink envelope and include the copy of the *Incident Report* with ADE instructions.
- ☐ Special Handling Envelopes are not to be returned to MI without approval by ADE.
- ☐ Place one yellow “Scorable” label on the **SIDE** of each box that contains scorable materials.
- ☐ **DO NOT cover** or deface the green-and-white barcoded labels that were on the sides and top of each of the boxes when they were shipped to your district. These labels identify your district or school.

### ***Boxing Nonscorable Test Booklets (PBT only)***

Nonscorable test booklets include unused test booklets, district overage booklets, and Special Paper Version tests for each school.

- ☐ Separate unused ELA test booklets and unused Math test booklets for each school.
- ☐ Separate all Special Paper Version tests (Braille and Large Print) for each school.
- ☐ Verify that all student responses from Special Paper Version tests have been entered into DEI.
- ☐ Place nonscorable test booklets in the box that materials were originally shipped in. Multiple schools can be put in the same box if the schools are in the same district/charter.
- ☐ Place one green “Nonscorable” label on the **SIDE** of each box that contains nonscorable materials.
- ☐ **DO NOT cover** or deface the green-and-white barcoded labels that were on the sides and top of each of the boxes when they were shipped to your district. These labels identify your district or school.

### ***Boxing Nonscorable Special Paper Version Test Booklets (CBT only)***

Special Paper Version tests (Large Print, Braille, and regular print).

- ☐ Verify that all student responses from Special Paper Version tests have been entered into DEI.
- ☐ Place Special Paper Version tests in the box that materials were originally shipped in. Multiple schools in the same district can be boxed together.
- ☐ Place the *District Return Form* and/or *School Return Form(s)* on the top of Box 1 for the district.
- ☐ Place one green “Nonscorable” label on the **SIDE** of each box that contains Special Paper Version tests.
- ☐ **DO NOT cover** or deface the green-and-white barcoded labels that were on the sides and top of each of the boxes when they were shipped to your district. These labels identify your district or school.

***FedEx Label and Numbering Boxes for Return to MI (CBT and PBT materials)***

- ☐ After applying Scorable and Nonscorable labels, number the boxes starting with 1 and continue sequentially through all scorable and nonscorable boxes for all schools within the district/charter. The total number of boxes for the district will include both the scorable and nonscorable (Regular Print test booklets and Special Paper Version test booklets) boxes.
- ☐ Cover or remove the original FedEx labels.
- ☐ Place a FedEx 2Day® Return Label on each box.
- ☐ Retain a copy of your FedEx tracking numbers.
- ☐ Contact FedEx 24-48 hours before desired pick-up time (remote areas should allow 48-72 hours). Call 1-800-GoFedEx® (1-800-463-3339) or schedule your pick-up online at **FedEx.com**.
- ☐ **Paper-Based Testing Schools:** All test materials must be out of the building no later than April 9, 2020. The last day to contact FedEx is April 8, 2020.
- ☐ **Computer-Based Testing Schools:** All Special Paper Version tests must be out of the building no later than April 27, 2020. The last day to contact FedEx is April 24, 2020.

***Securely Shred Materials***

- ☐ Used scratch paper, unused Pre-ID labels, any contaminated test booklets, and *Spring 2020 AzM2 Test Administration Directions for Special Paper Versions*.

***Discard Locally***

- ☐ *Spring 2020 AzM2 Test Coordinator's Manuals* and *Spring 2020 AzM2 Test Administration Directions*.

