



An ADE Newsletter for Test Coordinators

The Examiner



February 2019 Edition

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Happy 2019!

The Assessment Section is busy finalizing test materials and test forms for the Spring administration of all tests. Look for the new Dual Labelled Students (EL and Special Education) Manual that was developed collaboratively between OELAS, Assessment Unit, and ESS. We hope you find this manual useful! You can find the manual [here](#).

We would also like to welcome Candis Middlebrook as our new Achievement State Testing Coordinator! We are so excited to have her on our team, and we are all working to support her as she steps into her new role!

Menu of Assessments

ADE is currently in the middle of the RFP process. The RFP has been released to the public and is now closed. ADE is expecting to be able to announce the vendors that will be on the Menu, pending State Board of Education review and approvals, at the February Board Meeting.

AZELLA

ADE would like to inform our stakeholders that ADE has met all components of the OCR AZELLA agreement. We are no longer being monitored. Thank you all for all you have done to ensure compliance!



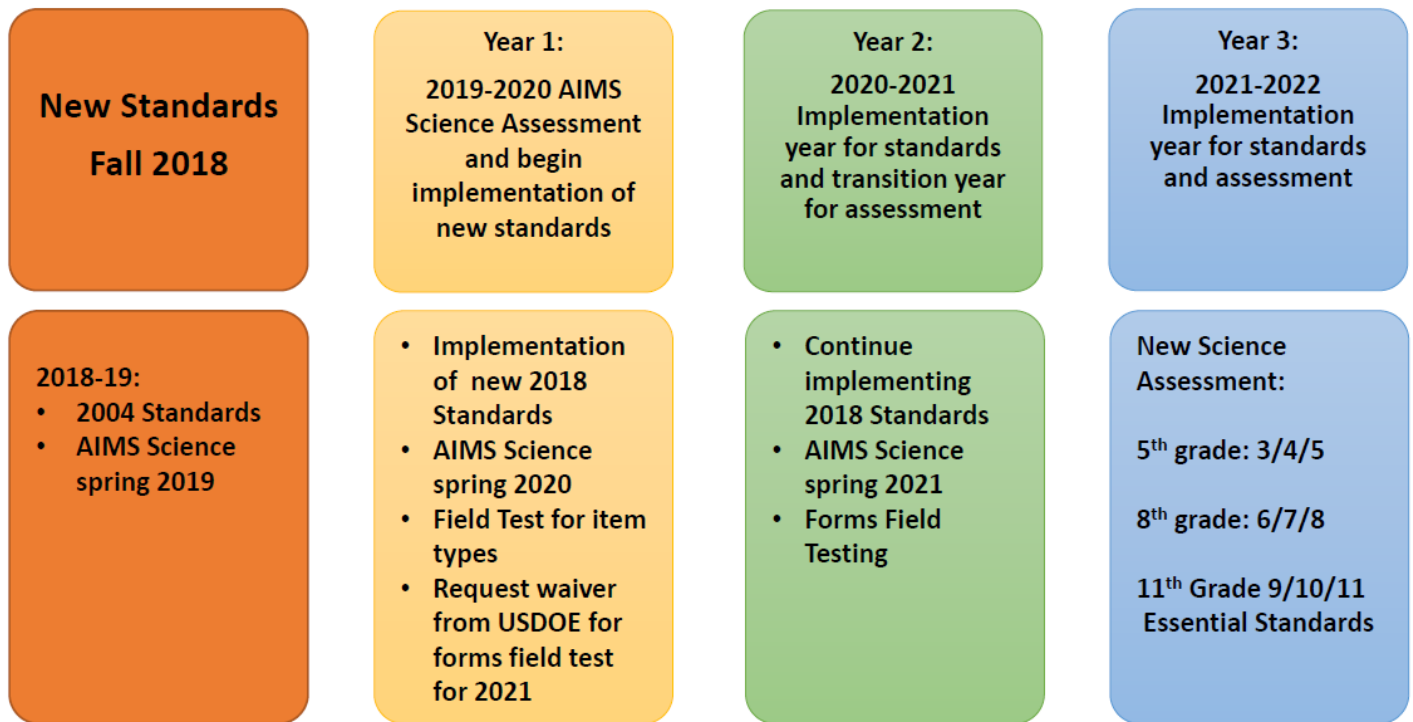
Science

With New Standards Comes a New Assessment

In October 2018, the State Board of Education approved new Science Standards. This is an important milestone for Arizona since the previous standards were approved in 2004, and the landscape for Science instruction has changed. A timeline has been designed to assist LEAs and Charters with the implementation and transition to the new standards.

The Arizona Department of Education (ADE) is currently beginning the process of designing a new Science assessment to measure student's attainment of the new Science Standards. Please refer to graphics below for the assessment schedule. Visit the K12 Science Standards website for important standards, assessment, and professional development information at <http://www.azed.gov/standards-practices/k-12standards/standards-science/>. Should you have any questions, please email the K12 Science Standards team at k12standards@azed.gov.

Arizona Science Standards and Assessment Transition and Implementation



**ADE: Provides Phase 1 of guidance implementation
with documents and introductory webinars as professional development
(January- April, 2019)**

Updated: 11/1/18

Please note the timeline for implementation of the new science standards and science assessment is tentative. As the implementation process evolves, ADE will solicit input from various stakeholders and share information regarding updates as necessary.



School Observations

As part of our annual assessment observations during the test window, we will contact DTCs to determine the site(s) we will be observing, focusing on test security, appropriate use of accommodations for students with IEPs and 504 plans, and consistent test administration practices.

Test Windows

Achievement Tests – AzMERIT and AIMS Science

March 25 – April 19	Computer-Based	AIMS Science Test
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April 1 – April 10	Paper-Based	AzMERIT (Writing, Reading, Math)
April 1 – April 12 April 1 – April 26	Computer-Based	AzMERIT (Writing) AzMERIT (Reading, Math)

Important Upcoming Dates

AIMS Science – Important Upcoming Dates

Date	Activity
February 6	PearsonAccess ^{next} User IDs are Distributed
February 7	New users can be added into PearsonAccess ^{next} Note: Separate accounts must be created for AZELLA and AIMS Science
February 22	Student data needs to be in AzEDS for student registration extract
February 26	Students will be visible in PearsonAccess ^{next} . Begin adding any student accommodations needed for testing
March 4 – April 11	Additional Order Window for Special Paper Version Tests
April 1 – April 23	Return of Special Paper Version Test Materials to Pearson
May 14	Score Reports and Data Files posted on PearsonAccess ^{next}
May 30	Student Score Reports to Districts

AzMERIT - Important Upcoming Dates

Date	Activity
February 4	New students can be added into TIDE
March 18 – March 19	Test materials will arrive in districts
March 19 – March 21	Additional Order Window for paper-based schools
March 19 – April 4	Additional Order Window for computer-based school - ELA
March 19 – April 18	Additional Order Window for computer-based school - Math
April 5 – April 11	Paper-based schools return materials to MI for scoring
April 5 – April 26	Computer-based schools return non-scorable Special Paper Version tests to MI
May 15 May 24	Grade 3 reports will be available in ORS for district Grade 3 paper reports will be delivered to districts
May 24 June 21	Grades 4-8 and EOC reports will be available in ORS for districts Grades 4-8 and EOC paper reports will be delivered to districts
July 1	Last day to report corrections to ADE

AzMERIT

Inbox Access - The Inbox feature available in TIDE and ORS may now be accessed outside of those applications. To log in directly to your Inbox, click on the **Inbox** card located on the *Educators and Test Administrators* and *Test Coordinators* pages on the portal and enter your login credentials.

Future AzMERIT Test Windows

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

There will be 2 test sessions to accommodate all summer school programs. **Students must complete the entire test within a single summer session.**

Summer 2018 Session 1 – EOC only - CBT only June 3 – June 28

Summer 2018 Session 2 – EOC only - CBT only July 8 – August 2

Test Administrator Directions – Grades 3 -8

To clarify information for students in Grade 8 who participate in AzMERIT EOC testing, we have updated text on page 6 of the TAD to include, “**Students in Grade 8** enrolled in an Algebra I, Geometry, or Algebra II course shall participate in the appropriate EOC Math test and may also take the grade level test.”

Share with Teachers

Please share the following five items with your test administrators, administrators, and staff.

New Test Interface - In Spring 2019, students will see a new test interface when they log into AzMERIT. The pages where students sign in, view their test settings, and perform their audio and video checks will look a bit different to students. This interface requires fewer clicks before students enter the actual test. Students can view this in the Sample Tests at <https://azmeritportal.org/>.

Tools and Accommodations - Remind teachers to become familiar with the tools and accommodations for AzMERIT. When we reviewed the number of students who used three of the tools last spring, we found that fewer than 20% of students per grade level used the line reader, highlighter, or text-to-speech. These tools are available for all students, so please encourage your teachers to have students practice these tools in the sample tests this spring.

For teachers of students with disabilities, this article sums up the issues that need to be addressed in test preparation for these students.

"Lessons Learned About Assessment from Inclusion of Students with Disabilities"

<https://nceo.umn.edu/docs/OnlinePubs/LessonsLearnedAboutAssessment.pdf>

Released Items - In addition to the items in the Sample Tests, we have released five additional items per grade level and content area. These items are in a paper format and can be found on the AzMERIT portal with the Sample Test materials.

<https://azmeritportal.org/sample-tests.shtml>

AzMERIT Resources - We have added resources aligned to the 2016 English Language Arts and Mathematics Standards to our Educator website. Among the resources are Item Specifications, Performance Level Descriptors, and a Testing Support tab with information about the test, writing tools, and technology tools.

<http://www.azed.gov/assessment/resources/>

Field Test Items and Vertical Alignment Items

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

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

AIMS Science

There is a change to the file layout for the Spring 2019 student data file. The new layout will be available in PearsonAccess^{next} on the Support page. The new SDF file includes field length changes (SSID, first & last name, & school & district entity ID) and an additional field.

Tips for Spring 2019 testing

1. Proctor and pre-caching can help alleviate connection and lagging issues during testing
2. As students move through the test, some items may take a few seconds to display.
3. Only DTCs will be able to add **Test Sessions**. You should add sessions for Special Paper Version tests only. To organize students into smaller groups such as by classroom or testing session, use the **Testing Groups** function.

NOTE: Change from AIMS Science Pre-Test Training

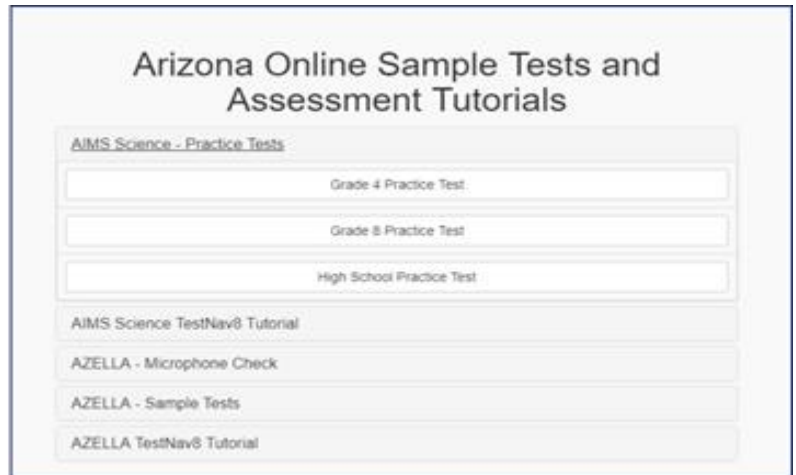
District Test Coordinators will NOT Mark Tests Complete at the end of the testing window. Pearson will mark students' tests complete for tests that have a **Started** status. Those tests that are in a **Not Started** or **Ready** status will not be marked complete.

Tutorials

There is a tutorial in TestNav to assist students with the tools and functionality of the AIMS Science testing platform. All students should review the tutorial prior to testing.

<http://home.testnav.com/index.html>

We will also be adding a short tutorial for test administrators to view how to start, pause, and end test sessions.

Student Data Extraction

All students in Grades 4 and 8 will be extracted from AzEDS that are uploaded by February 22 and will be visible in PearsonAccess^{next} on February 26. All high school students in Cohort 2021 (generally 10th grade) that ADE does not have a valid AIMS Science score from Spring 2018 will automatically be extracted.

Students in Cohort 2022 (generally 9th grade) will be extracted if the student is enrolled in a course that has been identified in your student system with the EOC indicator "AIMS Science" and uploaded into AzEDS by February 22. Students will be visible in PearsonAccess^{next} on February 26. Students not uploaded can be manually added starting on February 26; see the PearsonAccess^{next} User Guide for further instruction.



We strongly encourage you to share this information with your teachers!

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

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

Important dates for Alternate Assessment

	Online Trainings	Identify Eligible Students in Student Selector Application	Testing Materials Delivered	Testing Window	Reporting Portal
AIMS A	January 2, 2019	October 22, 2018 - November 30, 2018	January 14 - 25, 2019	Feb 1 - 28, 2019	May 2019
MSAA	March 4, 2019		March 2019	March 18 - May 3, 2019	August 19 - Sept. 13, 2019

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

The Student Selector Application

Thank you for selecting your students this year. We had about 6800 students in the application. The information provided will be used to determine counts for AIMS A Science materials, to activate the no response option for AIMS A Science, to create user accounts in the MSAA system, and to import student records into each assessment platform.

To add additional students to the alternate assessment systems, the Alternate Assessment Test Coordinator must submit a letter signed by the Alternate Assessment Test Coordinator and District Superintendent/Charter Holder. The letter will include a list of student SAIS IDs and an explanation for missing the students in the selection process. The letter should indicate the extenuating circumstances for not having selected your students by the deadline. A letter is not required for transfer students.

All changes to student lists must be made as soon as possible once the systems are open. Please notify the Alternate Assessment Unit of changes to your student lists from February 1-8 for AIMS A Science and March 4-15 for MSAA. Students who transfer after these dates will still be processed so that they can participate in testing.

Accommodations

Please remind all teachers and IEP teams to document testing accommodations to be used by students including the need for paper-based testing. More information on Alternate Assessment accommodations can be found in Section 3 of the [Accommodations Manual](#).

AIMS A Science Trainings

The Mandatory Training for Test Coordinators (TCs) is available throughout the testing window. TCs with schools participating in the 2019 AIMS A Science administration must complete the training module no later than January 25, 2019. A delay in meeting this timeline could result in your access being blocked to the AIMS A Science Application. All TCs will be sent an email with instructions and a link to access the online training.

Training for Test Administrators (TAs): The TC is responsible for ensuring all TAs complete training **before** the test window opens on February 1, 2019. This year, TAs may complete the same online training. It is recommended that TA training take place in group settings since teachers have stated this is the most useful setup.

It is also highly recommended that TAs have the opportunity to practice using the Performance Task materials in an interactive setting to ensure a thorough understanding of procedures and scoring for this section of the AIMS A Science assessment. See [Training Videos and Webinars](#) for demonstrations of similar performance task administrations.

Performance Tasks Materials

All AIMS A Science test materials will be sent to the TCs January 14-25, 2019. Test materials are sent based on the eligible students identified in the Student Selector Application. If you have additional students participating and may require additional materials, please contact the Alternate Assessment Unit. Test materials are sent based on class sets, not individual students. Alternate Assessment Test Coordinators will receive a return label via e-mail from FedEx. Please print the label immediately as it will expire before the testing window closes.

Assessment Window

The AIMS A Science testing window opens February 1. Test Coordinators are responsible for monitoring the progress of assessment administrations during the AIMS A and MSAA testing windows. One option to assist TCs with this would be to have TAs develop a calendar indicating planned student testing days across the testing windows. The red “Incomplete” notice will remain until all test items have been answered. A green “Complete” notice will appear for each student who has a completed AIMS A Science test. Be sure your TAs are administering both the multiple choice and performance task sections of the test. All tests must be completed, and performance task scores must be entered by 5:00 PM (MST) on February 28, 2019. Remember to plan ahead because extensions will not be granted.

Final Data Closeout

Final data closeout is March 1-9, 2019. During this window, Alternate Assessment Test Coordinators must ensure all incident reports have been submitted to ADE. Furthermore, all tuitioned-out students must be assigned to a school within the district for reporting purposes. More information on final data closeout will be e-mailed to Alternate Assessment Test Coordinators.

MSAA

Log In

All Test Coordinators and Test Administrators will receive an email directly from the MSAA Alternate Assessment System with login information and access before March 4. **You will not be able to log in until March 4.** Many districts and charters experienced issues with firewalls preventing the emails from the MSAA Assessment System. **If you or your test administrators do not receive an email by March 4, 2019, please notify our office at 602.542.8239 immediately.** The MSAA training modules will be available as soon as you log in. The required training is the same format as previous years.

Test Coordinators will be responsible for completing the training modules assigned for Test Coordinators. If a Test Coordinator will also be administering the MSAA Alternate Assessment, you will be required to complete the TA training modules and pass the final quiz as well.

Test Administrators will be responsible for completing all modules as well as passing a final quiz with 80% accuracy before access to the test and testing materials will be available. The training modules are broken down into short modules based on test administration topics. There are 6 modules and each module is no longer than 25 minutes.

Recommendations for completing online training modules:

- Have each Test Administrator complete one module per day during the training window; this will ensure all modules are completed within the training window.
- Bring all Test Administrators into a computer lab to complete training as a group. Each Test Administrator will still be required to take the final quiz individually once the final quiz window opens.
- Allow Test Administrators at same schools or schools close in proximity to complete the training modules together. Each Test Administrator will still be required to take the final quiz individually.
- The Alternate Assessment Unit can provide a professional development hours certificate for participation in the MSAA Training.

Receiving Test Materials

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

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

Paper-Based Tests

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

Testing Window

The MSAA testing window is March 19 - May 4, 2019. Please plan accordingly. All tests must be submitted by the Test Administrator by 5:00 PM (MST) on May 4. There is no final data closeout for MSAA; therefore, no further action is needed once tests are submitted. Alternate Assessment Test Coordinators must monitor test completion for all students and work with Test Administrators to ensure testing is completed.

MSAA Testing Procedures

- It is important to note that there were several issues with following the policies or testing procedures when administering MSAA. We want to improve in the following areas: appropriate test closures, utilizing the scripted *Directions for Test Administration*, one on one administration, and uploading evidence for the writing items.
- *It is important to ensure that all Test Administrators are aware of all MSAA policies and testing procedures and to follow them properly. If these policies and testing procedures are not followed properly, it could result in a student's test being invalidated.*
- Test Coordinators must report all test incidents directly to ADE's Alternate Assessment Director. If you or any Test Administrator have any questions, please ask for clarification before an incident might occur.
- [Arizona's MSAA State Specific Policy](#) is also available for reference. This document provides procedures specific to Arizona which are not included in the mandatory training or Test Administration Manual.

Observations

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

1% Cap and Action Plans

Even though we did not submit a waiver, ADE must still take additional steps to support and provide appropriate oversight to each LEA that assessed more than 1.0% of its assessed students in a given subject in a school year using an alternate assessment aligned with alternate academic achievement standards. This means that we will continue our monitoring through the Exception to the 1% Cap Application and submission of Action Plans.

If you have not yet submitted student information or uploaded your Action Plan, the application does not close, and you are still able to complete these steps. This process is part of the federally-required monitoring. Failure to comply with monitoring can affect your LEA's IDEA funds.

More information on the process for LEAs who exceed the 1% Cap was shared in a webinar on Tuesday, November 6, 2018. A link to the webinar is on the [District Test Coordinator webpage](#).

If you have any questions regarding Alternate Assessments, please email AssessingSWDs@azed.gov.

Spring 2019 AZELLA Reassessment Testing

Reassessment Test Window

The test window opens on **February 4, 2019** and closes on **March 22, 2019**. This 7-week window for the administration of Spring Reassessment testing does **NOT** overlap AzMERIT testing.

Students to be Tested

Students who have a current EL (English Learner) need and are eligible for School Year 2018 – 2019 EL Services must be assessed annually. All students listed on the EL73 Report are required to participate in the *Spring 2019 AZELLA Reassessment Test* **except for** students who were administered an AZELLA Placement test **after** January 1, 2019, and for those students identified as EL Group 8.

Parent Withdrawn EL students continue to participate in the annual AZELLA Reassessment until they demonstrate an Overall Proficiency Level of Proficient. Parents may decline EL Services for their student but may not opt out of AZELLA testing.

AZELLA District Test Coordinators need to create a list of students who should participate in the *Spring 2019 AZELLA Reassessment Test* based on the criteria listed above.

Communication between the AZELLA District Test Coordinators, other district staff, and School Test Coordinators is important to make sure only students who are required to be tested are tested. Completed Spring Reassessment Tests will not be invalidated.

Reassessment Test Training

AZELLA District Test Coordinators must complete the required Spring 2019 AZELLA Reassessment Test Training and train all AZELLA staff within their district prior to administering the test to students. District and charter PearsonAccess^{next} accounts have been locked for those who have not completed their required training sessions and/or who have not sent ADE the Assessment Test Security Agreement and/or Superintendent/District Test Coordinator form. The *Spring 2019 AZELLA Reassessment District Test Coordinator Important Tasks Checklist* is available on ADE's Assessment District Test Coordinator webpage under the AZELLA tab. It can also be located inside of PearsonAccess^{next}.

Online Testing for AZELLA Stages III-V

The Stages III, IV, and V *Spring 2019 AZELLA Reassessment Test* will continue to be administered online through the Pearson's TestNav 8 application. AZELLA Stages I and II remain as paper-and-pencil tests with the Speaking Test administered using a speaker telephone.

Be aware that 2 to 3 Listening items will appear in the Reading Section for Stages III-V. Observing the prescribed order of administration (Listening, Reading, Writing Part 1, Writing Part 2, and Speaking) is crucial since no directions or sample items are provided for the Listening items that are included in the Reading test. The Writing Domain will continue to be tested in two parts – Multiple Choice (MC) questions and Extended [Writing] Responses (ER). Each of the Domains will be tested in its own discrete **Unit** test.

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

Headphones or earbuds are required for students' use during the unit tests - Listening, Reading, Writing Part 1, and Writing Part 2. Special headsets (with a noise cancelling and unidirectional microphone) are required to listen to questions and record responses for the Speaking unit test. The Headphone and Microphone Requirements document is available on ADE's Assessment District Test Coordinator webpage under the AZELLA tab as well as in PearsonAccess^{next}.

Students are registered in PearsonAccess^{next} and assigned to **Test Sessions** by school and grade level. Extensive training is available for District and School Test Coordinators and Test Administrators as they prepare for testing.

- ADE's Spring Reassessment Test Training presentations
- PearsonAccess^{next} Spring Reassessment User's Guide
- Test Coordinator Manual
- TestNav 8 Quick Guide
- AZELLA Sample Tests and User's Guides (updated in January 2019)
- Stage III and Stages IV-V Test Administration Directions

It is essential to complete all trainings to receive the information needed for the administrative and technology tasks.

AZELLA Sample Tests

It is strongly recommended that all students take the online Spring Reassessment Test, and Test Administrators prepare by taking the Sample Tests which are available through the TestNav 8 application. These Sample Tests are designed to familiarize students, educators, Test Administrators, and parents with the platform, item types, and format of the test. Be aware that the Sample Tests and accompanying User's Guides were updated in January 2019 to closer align with the operational test in format and functionality. Links and directions to the TestNav 8 application and the Sample Tests are available on the ADE website at <http://www.azed.gov/assessment/azella/>.

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

Reassessment Additional Orders

Stages I and II Spring 2019 AZELLA Reassessment Test materials were delivered to districts/charters during the week of January 22, 2019. If the Stages I and II materials received are not sufficient to test all students requiring a *Spring 2019 AZELLA Reassessment Test*, you may place an additional order for your district in PearsonAccess^{next} during the Additional Order window of January 25 - March 8, 2019. ADE will review and approve additional orders. Be prepared to justify every additional order.

Pre-ID Labels

The Stages I and II Pre-ID Label file was generated based on the EL73 Report on January 10, 2019. Districts received the corrected labels on January 31, 2019. Not all Stages I and II students who are required to test received a Pre-ID Label.

Stages I and II students who should be reassessed but did not receive a Pre-ID Label must be manually created and registered in PearsonAccess^{next}. The student demographics entered into PearsonAccess^{next} **MUST MATCH EXACTLY** what is on the student's **EL70 Report**. The information entered in PearsonAccess^{next} must be bubbled-in on the back cover of the student's test book. The student's assigned Speaking Test Lithocode will be available in PearsonAccess^{next} and must be entered in the Lithocode boxes on the front cover of the student's test book.

Stages I and II students who received a Pre-ID Label but have incorrect information (Student Name, SSID, Date of Birth, Grade, School) on the label will need their demographic information corrected in PearsonAccess^{next} and then hand bubbled on the back cover of the student's test book. Pre-ID Labels received for students who are no longer enrolled, for students who are not to be administered the Reassessment Test, and any labels with incorrect information should be returned **unused** with the Nonscorable materials to Pearson at the end of the testing window. If a Pre-ID Label has been used, do NOT mark on the Pre-ID Label or attempt to tear it off a test book. If the label is incorrect, cover it with a blank label.

This information is in Sessions 2 and 4 of the Spring 2019 AZELLA Reassessment Test Training.

EL Students Who Transfer During the Reassessment Testing Window

When a student transfers schools during the AZELLA Spring Reassessment testing window (February 4 - March 22), the new school must first check the student's EL70 Report to verify the student's AZELLA test history. If it appears that a Reassessment is needed, contact the previous school to confirm whether a *Spring 2019 AZELLA Reassessment Test* has been administered.

To ensure that students who transfer schools during this testing window only receive **one** *Spring 2019 AZELLA Reassessment Test*, ADE has prepared the *AZELLA Record for Transferred PHLOTE Form* for the Spring 2019 Reassessment which is posted on the Assessment District Test Coordinator webpage under the AZELLA tab. Expand the **Forms** box to locate this document. The form is to be completed by the new school prior to administering a Reassessment Test to newly transferred students. Keep the completed form in the student's cumulative file. Do not send the form to ADE.

Stages I and II Speaking Test Administration

Be sure Test Administrators are familiar with the Speaking Test administration instructions before administering the Speaking Test to the Stages I and II students. The Stages I and II Speaking test is administered using a speaker telephone with an assigned Lithocode. The Speaking Test must be administered appropriately to avoid incomplete Speaking Tests and mismatched Speaking Lithocodes.

If an AZELLA Stage I or II student uses a different Lithocode than their own to complete the Speaking test, the student will not receive the correct Speaking score. To ensure that the student will get a correct Speaking score, the *Spring 2019 Lithocode Exchange Form* must be completed and submitted to ADE immediately. This form is posted on the Assessment District Test Coordinator webpage under the AZELLA tab. Expand the **Information** box to locate this document. Mismatched Speaking Lithocodes may result in delayed *Spring 2019 AZELLA Reassessment Test Reports*.

Special Education EL Students

In very rare cases, some students dually labelled as Special Education and EL might not be able to fully participate in all four domains of the AZELLA Reassessment test. For these students, please contact the AZELLA State Test Coordinator, prior to administering the *Spring 2019 AZELLA Reassessment Test* for directions on how to proceed in these exceptional circumstances. Students whose IEP or 504 Plan explicitly restricts them from using electronic devices for regular classroom instruction and testing may have a Special Paper Version of the test approved by the ADE.

Testing Irregularities

Any student test irregularities, test administration errors, and test security breaches must be reported to the AZELLA State Test Coordinator immediately. For Stages I and II, the AZELLA Test Irregularity Report Form 2018-2019 is posted on the Assessment District Test Coordinator webpage under the AZELLA tab. Expand the **Forms** box to locate this document. For Stages III-V, test irregularities must be submitted through PearsonAccess^{next}. You may refer to the Spring 2019 AZELLA Reassessment PearsonAccess^{next} User's Guide for directions.

Returning Stages I, II, and SPV Test Materials

All Stages I, II, and SPV *Spring 2019 AZELLA Reassessment Test* materials, both Scorable and Nonscorable, must be returned to Pearson during the return window of **March 19-30, 2019**. Prepaid UPS shipping labels have been provided for this purpose.

Please review and carefully follow the detailed directions included in the *Spring 2019 AZELLA Test Coordinator's Manual* for the packaging and shipping of Scorable and Nonscorable materials.

AZELLA District Test Coordinators must arrange the pick-up of the *Spring 2019 AZELLA Reassessment Test* materials with UPS. You may call UPS March 16-28, 2019, at 1.800.823.7459 to schedule your pick-up date. UPS requires at least one day notice prior to the scheduled pick-up date. There should be only one pick-up scheduled at one location for all the district's or charter's *Spring 2019 AZELLA Reassessment Test* materials. UPS pick-ups may occur as early as March 19, 2019, but no later than March 30, 2019. The district/charter will be responsible for overnight shipping costs for all materials shipped after March 30, 2019.

Incorrectly packaged materials, incorrectly shipped materials, and materials shipped late may result in delayed *Spring 2019 AZELLA Reassessment Test* reports for the entire district.

AZELLA Reports

Spring 2019 AZELLA Reassessment Test Reports

Spring 2019 AZELLA Reassessment reports will be available electronically (PDF) through PearsonAccess^{next} on May 2, 2019. Paper reports will be received by May 14, 2019. There are no On-Demand Reports for the Spring 2019 AZELLA Reassessment Test.

AZELLA Student Data File Layout

The results of the Spring 2019 Reassessment will be reported in a revised Student Data File. The layout reflecting the adding, removing, and renaming of fields will be posted on the PearsonAccess^{next} home page in February to give LEAs time to make any needed changes within their Student Management Systems.

EL73 – EL Student Need Report

AZELLA District Test Coordinators should be reviewing their EL73 Reports weekly during the Spring Reassessment Testing window to make sure that all required students are being administered the Reassessment test.

The AZELLA Spring Reassessment Student Registration File for PearsonAccess^{next} (PAN) can be downloaded by District Test Coordinators either for the whole district or by school. Once the EL73 Report displays, the PAN button will appear. Click the PAN button to download the file, save it, and **do not** open the file. If you wish to view the file, save a **copy**; then, open a copy of the file. If the original file is opened in Excel, the format will change, and the file will not be able to be uploaded into PAN.



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

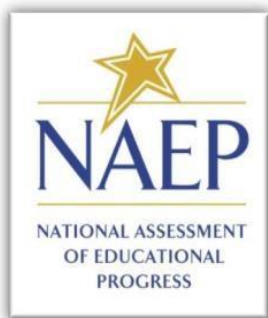


National Assessment of Educational Progress (NAEP)

The National Assessment of Educational Progress is a leader in assessment innovation! NAEP continues that tradition with a variety of subjects, formats, equipment, pilots, and special studies. NAEP 2019 will be conducted across a total sample of 19,269 schools and 838,800 students.

Approximately 5,000 NAEP field staff will administer operational digitally based assessments (DBA) on tablets with keyboards in mathematics, reading, and science to students at grades 4, 8, and 12. Each student will be assessed in only one subject. A typical operational assessment at grades 4 and 8 will be one DBA session with two groups of 25 students. At grade 12, a typical assessment will include one DBA session with two groups of 21 students.

Some students taking the DBAs in science may be selected to participate in interactive computer tasks (ICTs) or hybrid hands-on tasks (HOTs). The ICTs challenge students to solve scientific problems, often by simulations, allowing students to demonstrate skills in solving problems through scientific investigations without the logistical constraints associated with a natural or laboratory setting. Through HOTs, students have the opportunity to physically manipulate objects and perform scientific investigations as a hybrid assessment between the tablet and a tactile experiment. Each hands-on task allows students to demonstrate how well they are able to plan and conduct scientific investigations, reason through complex problems, and apply their knowledge in real-world contexts.



The ICT/HOT activities will engage students through multimedia presentations, interactive simulations, and hands-on laboratory investigations. A HOT block consists of one 30-minute task, and an ICT block consists of either one 30-minute ICT or two 15-minute ICTs.

Some of the digitally based assessments in mathematics at grades 4 and 8 will include a special study involving multistage tests (MSTs). This means that the student's performance in the first cognitive section determines the difficulty level of the second cognitive section that he or she receives.

A small number of students may take paper and pencil assessments in mathematics and reading at grade 12 and in science at grades 4, 8, and 12. At grades 4 and 8, a typical paper and pencil assessment in science will be one session with 12 to 13 students. At grade 12, a typical paper and pencil assessment (mathematics, reading, and science) will include one session with 33 students.

Since NAEP is designed to assess a representative sample of our nation's students, the accuracy of NAEP relies on the important support of parents, the full participation of their child, and the encouragement of school staff. Teachers are essential to motivating students to do their best on NAEP. It is important that teachers understand that NAEP is a valuable tool to show the nation what high school students know in core subjects. It is equally important for teachers to support having students participate and do their best on NAEP to ensure an accurate picture of high school achievement. Students selected for NAEP represent thousands of other students like themselves. Results can be compromised if students at a school do not fully participate. Ongoing encouragement conveys the importance of an assessment which will produce results that accurately measure what students know.

2019 NAEP will take place January 28 - March 8. If you have any questions regarding 2019 NAEP, please feel free to contact Mark Mauro at Mark.Mauro@azed.gov or at 602.364.1583.