



An ADE Newsletter for Test Coordinators

The Examiner



August 2019 Edition

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Welcome back to school!

I hope everyone is enjoying returning to your school and students. The Assessment Team has been busy preparing training modules, reviewing documents, and working with committees.

We have a new name for the Statewide Assessment - AzM2, the vendor continues to be same. The new name reflects a change to Statewide Assessment particularly in grade 8 and high school due to the elimination of end of course assessments. ADE has been charged with developing a single grade high school assessment for both ELA and Mathematics that will be administered to students in Grade 10 (Cohort 2022).

In July the Assessment Team gathered a committee of educators to draft the new high school (Grade 10) math assessment blueprints. ELA will not change because the ELA 10 EOC assessed Grade 10 content and standards. We have drafted a one-page information sheet regarding implementation of the State's 5-year Assessment Plan. More detailed information is in the document in the following link [Achievement Assessment Updates for School Year 2019-2020](#)

This year over 151 districts and charters will be participating in the Menu of Assessments to over 60,000 students in Grade 11 (Cohort 2021). The notification closed on July 1, 2019. If you are participating in the 2019-2020 Menu of Assessments, please be looking for the first webinar in the middle of August.

The Assessment Team will be leading the development of the scope of work for a new statewide assessment for 2022. Stakeholders will be invited to participate in webinars and meetings and give input for the scope of work based on specific requirements such as item development, scoring, reporting, ancillary materials, accommodations, platform, and test administration.

As always, we will continue to communicate, be responsive, and support the field through the various test administrations! Hope you have a great start to the 2019-2020 school year!



Test Windows

AzM2 – Statewide Assessment for ELA and Math

Content Areas	Test Window	Grade Levels Tested
ELA and Math Computer-Based Test Window <i>*including DEI entry for Special Paper Version tests</i>	March 30 - April 24, 2020 (Writing must be completed by April 10.)	Grades 3-8 and Cohort 2022 (Grade 10)
ELA and Math Paper-Based Test Window	March 30 - April 8, 2020 (Writing must be scheduled for March 30 or 31.)	Grades 3-8 and Cohort 2022 (Grade 10)
Reporting Dates	May 15 – Grade 3 online reports available in ORS May 22 – All grades online reports available in ORS	

AIMS Science

Content Area	Test Window	Grade Levels Tested
Science Computer-Based Test Window <i>*including DEI entry for Special Paper Version tests</i>	March 23 – April 17, 2020	Grades 4, 8, and High School

*Special Paper Version tests (large print, braille, and regular paper tests) are available for students unable to use a computer based on their IEP or 504 Plan. We will be requiring screenshots (without student identifiable information) of the IEP/504 language that includes these instructional accommodations for all Special Paper Version test requests.

Accommodations for Assessment

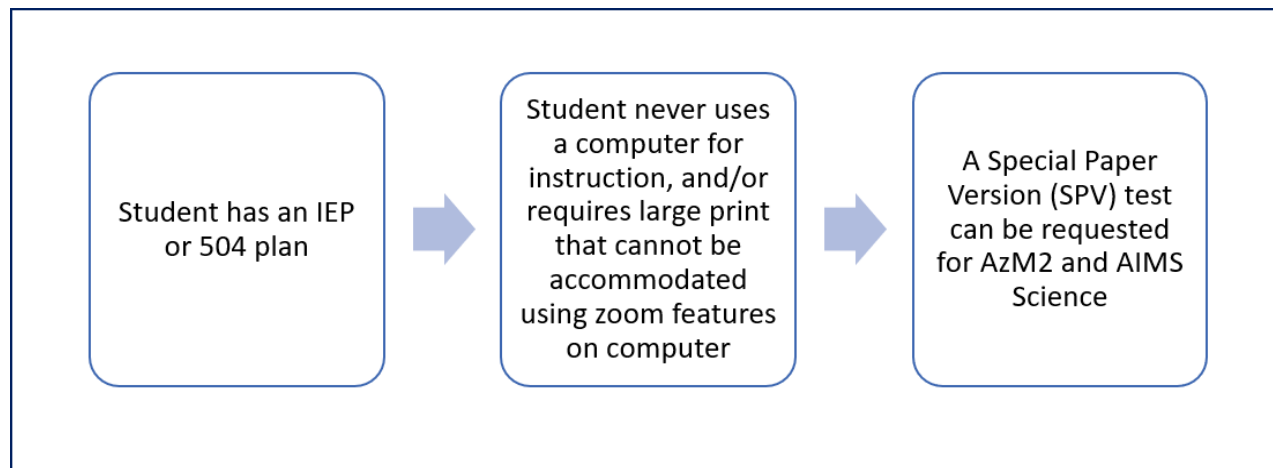
The Assessment Section has used a proactive Universal Design process when designing and updating AzM2 and AIMS Science assessments to increase assessment validity and accessibility. Several accommodations have now become tools for all students in the online format, such as Text-to-Speech, increased font size, mouse settings, and color choices. **Only accommodations used regularly in the classroom should be considered for assessment use.**

Examples:

- If a student with low vision uses a computer to access instructional materials by increasing the size of the font and/or choosing the color of the screen and font, the student should take the assessment on the computer. However, if a student with low vision cannot use a computer to view text and has all classroom texts and support materials printed with increased font size, a school may request a large-print Special Paper Version test for the student.

- All students must type or handwrite their response to the ELA Writing prompt. If a student is injured prior to or during testing, the school and student should follow a doctor's recommendations for daily instruction. A paper test may be requested for a student who had an injury that resulted in a concussion, eye injury, or similar issue if the doctor's written recommendation has indicated restricting the use of a computer for *instructional activities*. Please contact us at AzM2@azed.gov for specific information for students with an injury.

An updated version of the Accommodations Manual can be found at <http://www.azed.gov/assessment/accessibility/>.



Assessment Test Coordinator Information

- Results for the **Summer AzMERIT EOC** test administration will be available in the Online Reporting System on August 15. Paper reports will be delivered on September 18.
- Training modules for Spring 2020 AzM2 and AIMS Science test administration will be published in January 2020.
- Reminder - ADE **must** receive the [Assessment Test Coordinator and Security Agreement](#) for SY 2019-2020 even if there are no changes from last school year. All three Assessment District Test Coordinators' information is required for submission. If ADE has received this document for this school year, then you do not need to resend it unless there has been a change since the last submission. Submit your form to Testing@azed.gov.

Technology Readiness Tool

The Technology Readiness Tool (TRT) will open in late September. Since more than 95% of Arizona students participate in computer-based testing, in this year's TRT, all schools will be **automatically defaulted** to computer-based testing. District Test Coordinators will receive an email in September with instructions on the process for requesting to administer AzM2 and/or AIMS Science on paper. No action will be needed for schools administering computer-based testing.

Secure Browser for 2019-2020

The Secure Browser for AzM2 must be updated every school year. Secure Browsers for 2019-2020 will be available on August 22. Information for downloading the Secure Browser can be located on the home page of the AzM2 Portal.

Retired Testing Technology

	AzM2	AIMS Science
Operating Systems	<ul style="list-style-type: none"> Windows 10 in S Mode Linux Ubuntu 14.04 LTS (Gnome) 	<ul style="list-style-type: none"> iOS 11.4.1 and below MacOS 10.11 and below Chrome OS 73 and below Linux Fedora <p><i>Pearson plans to continue support only for Linux Ubuntu.</i></p>
Browser Versions		<p>Used only for Practice Tests</p> <ul style="list-style-type: none"> Chrome 73 and below Firefox 62 and below Safari 11.x and below
2020-2021 School Year	<ul style="list-style-type: none"> Windows 7 Server 2008 Mac OS 10.9 Linux Fedora 27 LTS (Gnome) 	<ul style="list-style-type: none"> Windows 7 and 8.1

AIMS Science

The statewide assessment for science, AIMS Science, is a computer-based assessment and must be administered to students in Grades 4, 8, and high school.

- High school students in Cohort 2023 (generally Grade 9) who are enrolled in a life science course may participate. The Science Course for cohort 2023 must be tied to AIMS Science HS in AzEDS.
- Students in Cohort 2022 (generally Grade 10) who did not participate in the Spring 2019 administration of AIMS Science **must** be tested in the Spring 2020 administration and do not have to be enrolled in a course that is identified as AIMS Science.

TestNav update for Spring 2020 testing is now available. Schools may update devices any time prior to testing by going to <https://support.assessment.pearson.com/display/TN>.

If you have any questions regarding AzM2, please email AzM2@azed.gov.

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



Prepare for the Upcoming Year: Test Coordinator Responsibilities

	Online Trainings	Identify Eligible Students in Student Selector Application	Testing Materials Delivered	Testing Window	Reporting Portal
AIMS A	January 2020	October - November, 2019	January 2020	February 3 - 28, 2020	May 2020
MSAA	March 2020		N/A	Mid-March – early May, 2020	TBD

Eligibility Decisions

- Assessment determinations/eligibility decisions are made *annually* at the students' IEP meeting. Each year a large number of students are requested to be added at the last minute to the AIMS A Science and MSAA systems. Participation and Eligibility decisions for these students should be made early in the school year, **even if the annual IEP is due later in the year**. The only conditions under which a student with a significant cognitive disability, the population for whom these assessments were designed, should newly qualify for participation in alternate assessments is 1) as a transfer from out of state, or 2) as the IEP team makes the determination for a student in Grade 2 transitioning to Grade 3. **To add students to the alternate assessment systems after the Student Selector Application closes, 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 students' SSIDs and an explanation for missing the students in the selection process. For explanations related to a deficiency in policy or practice, include steps the LEA will take to correct the issue. An explanation stating that the IEP team did not make the determination that the student is eligible for alternate assessment before the close of the Student Selector Application will not be accepted since this does not follow eligibility guidelines. Please notify your teachers early so that they are prepared to give you their lists of eligible students this fall. Eligible students participate in AIMS A Science (Grades 4, 8, and 10 only) and MSAA ELA and Math (Grades 3 through 8 and Grade 11).
- [The Alternate Assessment Participation Guidelines and Eligibility Determination document](#) has some revisions this year. Participation criteria has not changed so students who have been determined to qualify for alternate assessments last year will continue to qualify throughout the remainder of their IEP. However, enhancements to clarify that the student will receive suitable instructional time prior to assessment and text boxes to document IEP team conversations around eligibility determination have been added.

Exception to the 1% Cap

ADE is currently calculating the percentage of students who participated in alternate assessments for the 2019 administration. We will know soon if the state exceeded 1% participation. If so, the ADE Alternate Assessment Unit will be submitting a waiver to USDOE. The waiver is due 90 days prior to the opening of the testing window. Regardless of the state percentage, ADE is required to provide oversight for each LEA that exceeds 1% participation in alternate assessments for any content area. This monitoring process will be similar to last year. More information on the process and deadlines as well as LEA percentages will be provided soon.

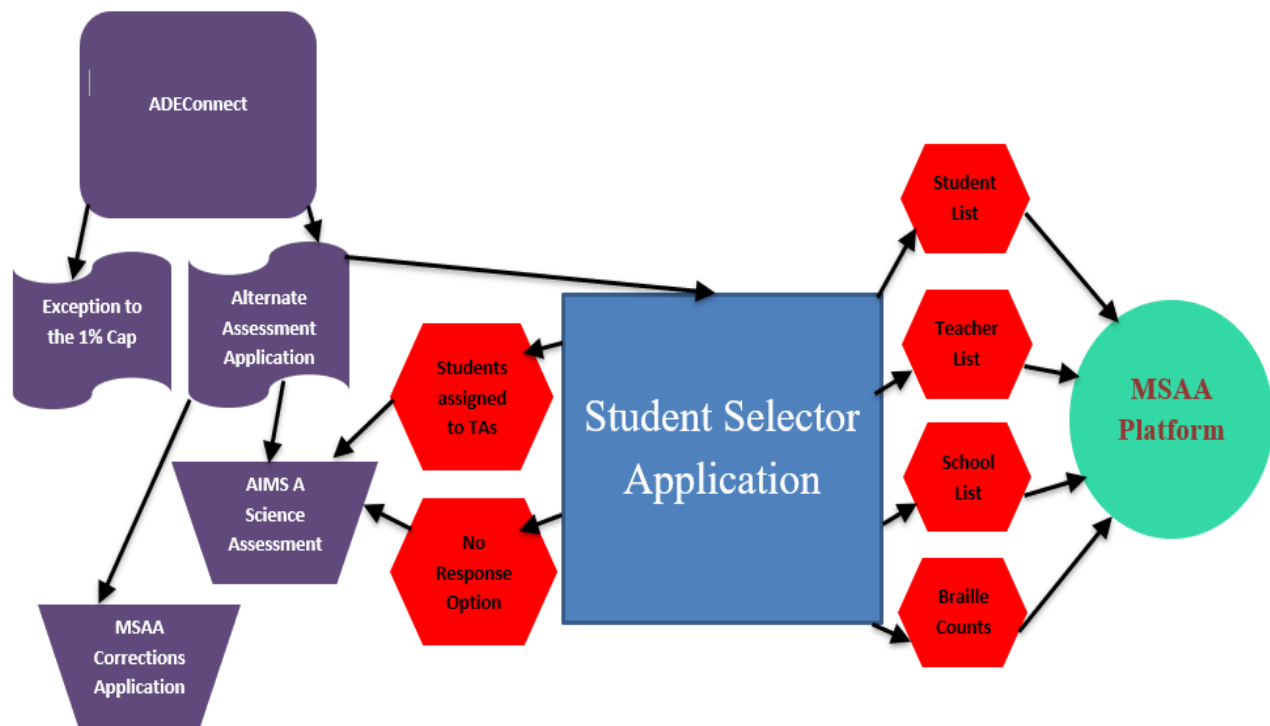
Accommodation Decisions

Please ensure that the appropriate instructional and testing accommodations are included as you conduct the IEP meetings (scribe, paper versions, etc.). **Note: A paper version/administration of the MSAA is an accommodation and must be documented in the student's IEP.** Please contact our office with questions regarding testing accommodations.

New for Alternate Assessment Test Coordinators and ADEConnect

The Student Selector Application, AIMS A Science, and the Exception to the 1% Cap Application will continue to be accessed through ADEConnect; however, the location for Alternate Assessment and the Exception to the 1% Cap are now housed under the ESS Portal. Each LEA is responsible for adding accounts and assigning the Alternate Assessment roles for Test Coordinators and Test Administrators/Teachers.

Test Administrators/Teachers (TAs) who left your district and will not be returning next school year or will not be administering AIMS A Science should be removed from the ADEConnect assigned role by your District ADEConnect Entity Administrator and new Test Administrators must be added and the user account activated. **This must be completed as soon as possible so that** the Test Coordinator can identify the eligible students and select the corresponding Test Administrators (TAs) for each student when the Student Selector Application opens. The updated information in the Student Selector Application is critical for the preparation of the AIMS A Science and for ADE to upload this data into the MSAA system. As you can see from the flow chart, the Student Selector Application is the center of almost all assessment activities.



More information will be sent to Alternate Assessment Test Coordinators in September.

Alternate Assessment Reporting Portals

The reporting portals for AIMS A Science and MSAA will be open from August 19 – September 13, 2019. Instructions for accessing reports will be sent to the current Alternate Assessment Test Coordinator in a separate notification.

AIMS A Science

- Hard copies of student reports were sent in May. One copy should have been sent home and the other placed in a secure student file.
- The District of Residence receives these reports and will need to coordinate with the District of Attendance to share student results.
- Downloads will be available through ADEConnect for Test Coordinators only.

MSAA

- Hard copies of student reports will be sent at the end of August. One copy should be sent to parents and the other placed in a secure student file.
- The District of Attendance receives these reports and will need to coordinate with the District of Residence to share student results.
- Downloads will be available through the MSAA Assessment website for Test Coordinators only.
- Look for a webinar on MSAA reporting later this month.



Other Notes

- The *Alternate Assessment Test Coordinator Handbook* will be available soon. This handbook includes a checklist and timelines as well as more information and detailed instructions on each task that is to be completed by District Test Coordinators throughout the year. Memos and reminders will continue to be sent to Test Coordinators.
- This year at **Directors' Institute**, look for a session on Alternate Assessment Updates and many more relevant topics! Directors' Institute is August 21-23, 2019 at the J.W. Marriott Desert Ridge in Phoenix.



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

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

PearsonAccess^{next} 2018-2019 Reports and Data Files

All the 2018-2019 AZELLA Placement Test and Spring 2019 AZELLA Reassessment Test reports and student data files from PearsonAccess^{next} (PAN) (district- and school-level entities) must be downloaded by September 27, 2019. After this date, these reports and data files will not be available. The test administration in PAN must be changed prior to selecting Reports >> Published Reports to access the reports and data files.

2019-2020 Placement Test Administration

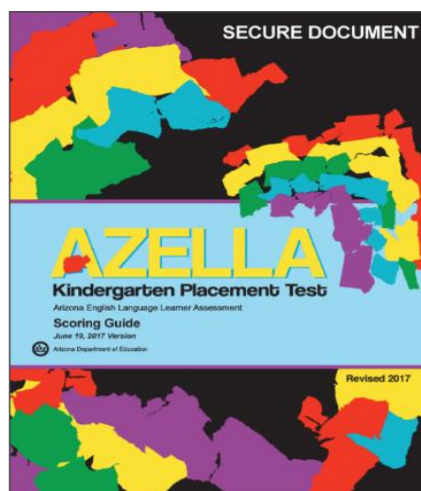
[**AZELLA Testing 2019 – 2020 Important Dates**](#) includes the AZELLA Placement Test Cycle Calendar on the next page.

To help organize all the various tasks needed to administer AZELLA Placement tests, we created the [**AZELLA District Test Coordinator Tasks: June – August 2019**](#) document.

The AZELLA DTC and other AZELLA staff members are required to complete online training modules through Pearson's **AZELLA Training Management System (ATMS)**. You must create an ATMS account using your work email address and use either the Chrome or Firefox web browser.

In addition to the completion of the ATMS modules, staff that will be administering the Kindergarten Placement Test and/or the local scoring of the extended Writing response for Stage II Placement Tests (Grades 1 and 2) need to train and qualify in the [**Understand Scoring**](#) Pearson Platform.

Posted on the *Understand Scoring* site is the Kindergarten Placement Test Scoring Guide. As Kindergarten Placement Test Administrators complete the training module, they will find the link to the *Scoring Guide* under the KPT Administration tab. Having this guide on hand during qualification and testing is very valuable.



AZELLA Placement Tests

- Kindergarten Placement Test and Stage II Placement Test are paper-and-pencil tests
- Stages III-V are online tests

AZELLA Placement Test Cycle Calendar

Pearson's AZELLA Placement Test reports will be produced in cycles throughout the year.

Cycle	Last Key Entry Date	Electronic Results Posted	Paper Reports Due
1	8/02/2019	8/22/2019	9/05/2019
2	8/16/2019	9/05/2019	9/12/2019
3	8/30/2019	9/19/2019	9/26/2019
4	9/13/2019	10/03/2019	10/10/2019
5	10/11/2019	10/31/2019	11/07/2019
6	11/15/2019	12/05/2019	12/12/2019
7	12/20/2019	1/09/2020	1/16/2020
8	1/24/2020	2/13/2020	2/20/2020
9	2/21/2020	3/05/2020	3/12/2020
10	3/20/2020	4/09/2020	4/16/2020
11	4/17/2020	5/07/2020	5/14/2020
12	5/15/2020	6/04/2020	6/11/2020

Which Students Require an AZELLA Placement Test?

Potential English learners are identified in Arizona by the parent responses on the student's Primary Home Language Other Than English Home Language Survey (more commonly referred to as the PHLOTE) and parent responses on the school's student enrollment form. If any of the responses on either of these forms indicates a language other than English and/or American Sign Language (ASL), the student should be tested with an AZELLA Placement Test upon the student's first enrollment in an Arizona public school.

The EL70 Report must be reviewed for each student enrolling in your school because an AZELLA test history supersedes an all-English PHLOTE and enrollment form.

All students, regardless of disability, who have a non-English PHLOTE require an AZELLA test. There are **no provisions, in either state or federal law, which would allow the exemption of AZELLA testing** for students who are enrolled in the Special Education program and require an AZELLA test.

The AZELLA DTC must contact the AZELLA Team at ADE about any student who has a documented disability (for example: deafness or blindness) that precludes assessment in one or more domains of AZELLA **prior** to administering the AZELLA test to the student.

If a district or charter does not receive state funding for a Foreign Exchange student, then the student should NOT be administered an AZELLA test, neither Placement nor Reassessment.

Prepare Students for the AZELLA Test

The best way to prepare students for AZELLA testing is to use the Sample Tests that are posted on the ADE website at <http://www.azed.gov/assessment/azella/> where you will find paper/pencil versions of the Sample Tests and directions to the online Sample Tests. The Stages III-V online Sample Tests are **available to everyone without a username and password**.

AZELLA Computer – Based (online) Testing

Pearson has provided [TestNav System Requirements](#) information for the Stages III-V online AZELLA Placement Test, which should be shared with your district IT personnel.

Any headphones or earbuds may be used for the Stages III-V Placement Listening, Reading, and Writing sub-tests; however, **a headset with a unidirectional and a noise-cancelling microphone must be used for the Speaking sub-test.** The [Logitech ClearChat Comfort/USB Headset H390](#) is the recommended headset for the Speaking Test. You may refer to this [Headphone and Microphone](#) document. For non-USB headphones with microphones, the *Handheld Device* section includes information for 3.5mm single-jack requirements.

The [Recommended Seating Arrangements](#) for the **Stages III-V online AZELLA Speaking Test** provides information for a maximum of 6 students simultaneously testing in a classroom environment and a computer lab environment.

State Student Identification Number (SSID)

All students who will be administered an AZELLA test must have an active SSID. When creating a student in PearsonAccess^{next} (PAN) and registering the student for an AZELLA test, **an 11-digit SSID must be entered in PAN**, which means that **leading zeros must be added** to the student's SSID number.

ADEConnect – AZELLA Reports and the AZELLA Corrections Application

All AZELLA DTCs must have an ADEConnect account with the role of *AZELLA District Test Coordinator*. Other district and school staff who require access to the AZELLA (EL) Reports from ADE must have the role of ELL for ADEConnect. Only 1 person per district can have the role of *AZELLA District Test Coordinator*. You must contact your ADEConnect Entity Administrator for this. If you already have this role and access to the EL Reports, then you do not need to do anything.

AZELLA Reports available through ADEConnect>>Assessments>>AZELLA Reports

- EL70 – AZELLA Student Test History Report (must be reviewed for every student)
- EL72 – AZELLA Roster Report
- EL73 – EL Student Need Report (needs to be reviewed weekly)
 - Students who are identified as **EL Group 8** on the EL73 Report **MUST** be administered a current AZELLA Placement Test immediately.

There is a new AZELLA Corrections application. This application is used to identify and correct matching errors between test record student demographic data and the AzEDS SSID student data. A student's Placement or Reassessment AZELLA test record will land in the AZELLA Corrections application if the student demographics (SSID, last name, first name, and/or the date of birth) that was entered into PearsonAccess^{next} for the test does not match exactly what is on record in AzEDS for the student. For the test record to move out of the AZELLA Corrections application and onto the student's EL70 Report, all student demographic errors must be fixed. You will be provided possible matches in which you can identify which student is the correct student. You can search for the correct student by the SSID number. Corrections made in this application will not be reflected in the published Pearson reports. The published Pearson reports will not be republished.

Communicating with the AZELLA Team

The best way to communicate with ADE is by email. The AZELLA State Test Coordinator and other AZELLA staff monitor the AZELLA Inbox. We can respond much more quickly to your inquiry or request by email. Many requests involve student AZELLA records research which can take some time to complete, while other inquiries may require ADE to include Pearson. During high volume testing times, responding to emails is the AZELLA Team's priority.

When e-mailing AZELLA@azed.gov, please:

- ✓ Use a meaningful subject line that includes your district name.
- ✓ Include full contact information in your signature line or elsewhere in the email.
- ✓ Include the student's SSID number, if your question is regarding a specific student. For student privacy reasons, please do not include the student's name and birthdate when providing ADE with the SSID.

The AZELLA Team strives to respond to emails within one business day unless further research is needed.

The Assessment Division and the Office of English Language Acquisition Services of ADE are working together to create a Task Force to address the issues and concerns related to the new USDE guidance for students with disabilities.

OELAS Updates

Register for the September 13, 2019 PELL Meeting:

<https://ems.azed.gov/Home/Calendar?sd=6782>

Save the Date: 2019 OELAS Conference - Creating Connections – Elevating Everyone!

The 2019 OELAS Conference will take place December 11-13, 2019 at the JW Marriott Starr Pass Resort in Tucson, Arizona. Registration for this event is \$395 (conference only) and \$425 (conference plus Award Banquet) per person and will open mid-August. For more information about this event, please go to <http://www.azed.gov/oelasconference/>. Contact the OELAS Conference Inbox at OELASConference@azed.gov for any conference-related questions you may have.

2019 Arizona EL Teacher of the Year and 2019 Arizona EL Student Success Stories

This year's awardees will be honored at a banquet on Wednesday, December 11, 2019 as part of the 2019 OELAS Conference at the JW Marriott Starr Pass Resort in Tucson, Arizona. Nomination forms are available at <http://www.azed.gov/oelasconference/>.



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



NAEP and International Assessments

Arizona Department of Education
Assessment Section

NAEP and Arizona

The National Center for Education Statistics (NCES) is preparing for NAEP 2020. NCES will be administering a national **2019-2020 Long-Term Trend (LTT)** assessment. Since the early 1970s, the National Assessment of Education Progress (NAEP) has monitored student performance in mathematics and reading through long-term trend assessments. NCES will be administering the LTT assessments in Arizona on the following dates:

- Age 13: October 14 - December 20, 2019
- Age 9: January 6 - March 13, 2020
- Age 17: March 16 - May 22, 2020

Schools that have been selected to participate have been notified and will begin uploading students into the NAEP system beginning early August.

The **2019-2020 Use of Educational Technology for Instruction in Public Schools** survey will be a survey of principals that will be fielded from the beginning of the school year through June. Data will be collected regarding access to the internet and computing technology in schools.

Changes are coming to NAEP!

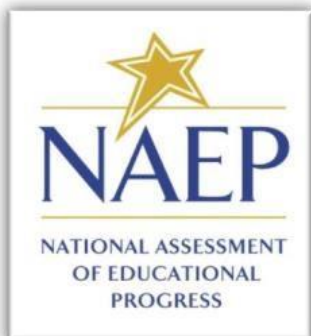
The National Assessment Governing Board recently released a 10-year plan intended to streamline NAEP. NAEP will continue to assess students in Grades 4, 8, and 12. There will be a reduction to the number of students and schools that will be participating each administration. In addition, the assessment of arts, geography and economics will be eliminated. These changes will also allow for states and districts to have more “actionable” data for comparison.

How are NAEP results used?

Policymakers, researchers, and educators use NAEP results to inform educational improvements across the nation, within states and TUDA districts, and for various student groups. Parents, media, and the general public use NAEP results to monitor educational progress in their communities and compare performance with other regions of the country. NAEP also provides states with a benchmark to target important efforts that raise the bar for student achievement and ensure that students have equal opportunities to succeed.

Learn how NAEP data are used to inform policy and practice in different states:

https://nces.ed.gov/nationsreportcard/about/policy_practice.aspx



The NAEP website provides more extensive information about the assessment:

<http://nces.ed.gov/nationsreportcard>

If you have any questions, please feel free to contact:

NAEP@azed.gov or call 602.364.1583

www.azed.gov/assessment/naep