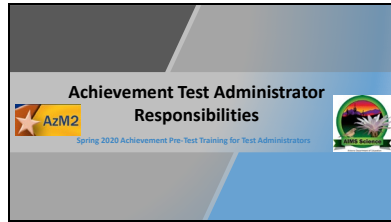
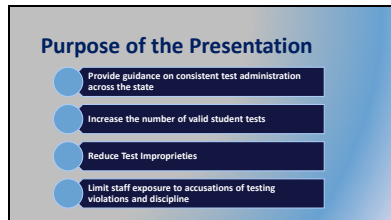


Slide 1



This presentation is mandatory for all Test Administrators and test proctors. District Test Coordinators may add content to this presentation but may not remove any ADE slides.

Slide 2



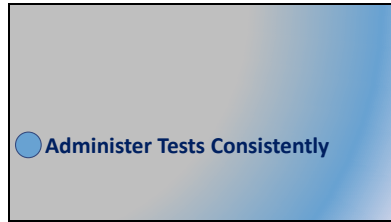
The purpose of this presentation is to ensure that all Test Administrators are aware of the requirements for testing and increase the opportunity for students' tests to be scored appropriately. We also want to make you aware of any situations that might expose you to accusations of inappropriate test administration that might lead to tests being invalidated and potential disciplinary action.

Slide 3



Here are the requirements for being a Test Administrator. Test Administrators are responsible for everything that occurs during the test session. If you have a proctor in the room, they may assist students with logging into the session and monitoring students, but the Test Administrator must remain in the classroom at all times.

Slide 4



Let's look at the requirements for administering the test consistently across the state.

Slide 5

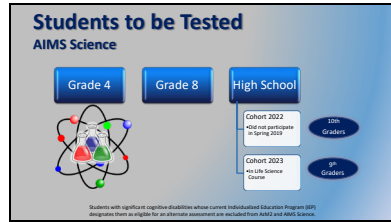
Students to be Tested		
AzM2 Sessions		
Writing 45-90 Minutes <small>On-Demand Quick Write</small>	Reading 2 Sessions 45-75 min each	Math 2 Sessions 60-85 min each
CBT	<ul style="list-style-type: none">Students taking the same Grades 3 – 8 or same Grade 10 test within the same school are not required to test on the same day.Students taking the same Grades 3 – 8 or Grade 10 test within the same school must test on the same day.	
PBT		

The AzM2 test session times are the same for Computer-Based and Paper-Based schools.

The Reading test is administered in two sessions of 45-75 minutes each and the math test has 2 sessions of 60-85 minutes each. The Writing test takes approximately 45-90 minutes. As you know, the writing is an On-Demand quick write and the average time for testing throughout the state has been 78 minutes. For more information about On-Demand writing and the scoring for this quick write, please click the link in the slide.

Because of the shorter test window for paper-based testing, students in the same grade level must take the same test session on the same day. Students testing using computers are not required to test the same content area on the same day.

Slide 6



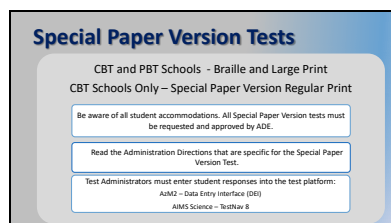
All students in Grades 4 and 8 will participate in the Spring 2020 administration of AIMS Science.

High school students in Cohorts 2022 or 2023 are eligible to participate in AIMS Science if they have not previously taken the AIMS Science test. Students in Cohort 2022 (generally tenth-grade students) who did not participate in the Spring 2019 administration of AIMS HS Science must participate this spring.

Students in Cohort 2023 (generally ninth-grade students) who are enrolled in a life science course at the high school level may participate in the Spring 2020 administration of AIMS HS Science.

Please note that students who are eligible for the alternate assessment should not participate in AzM2 or AIMS Science testing. If you are unsure of which students need to test, please contact your School or District Test Coordinator.

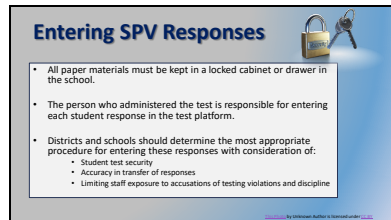
Slide 7



Prior to testing, please check all accommodations that students are eligible for through their IEP or 504 plan. Directions for Special Paper Version tests are included with the Braille and Large Print test booklets. The directions for Special Paper Version regular print tests are in the Test Administrator Directions. Any student responses that are not transferred into DEI or TestNav by the Test Administrator within the test window will not be scored.

Information is included with the Special Paper Version Test Administration Directions for entering student responses.

Slide 8

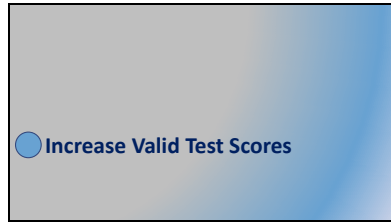


Entering SPV Responses

- All paper materials must be kept in a locked cabinet or drawer in the school.
- The person who administered the test is responsible for entering each student response in the test platform.
- Districts and schools should determine the most appropriate procedure for entering these responses with consideration of:
 - Student test security
 - Accuracy in transfer of responses
 - Limiting staff exposure to accusations of testing violations and discipline

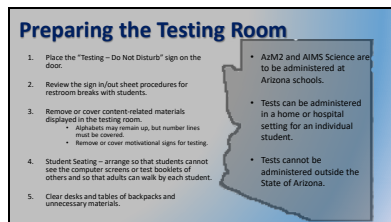
If a student required a Special Paper Version test, the Test Administrator must enter student responses in the test system. Please follow your district or charter's procedures for securing test materials during and after entering responses. All test materials must be kept in a locked drawer or cabinet and should always be in the direct control of the Test Administrator when entering responses. Discuss procedures with your District or School Test Coordinator for limiting your exposure for any accusations of testing violations. This may include signing the test booklets in and out, having a staff member present while you enter responses, or any procedure you take when handling secure materials.

Slide 9



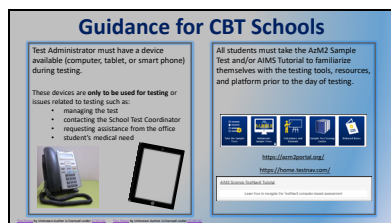
Here are some tips for making sure that all student tests receive a valid test score.

Slide 10



You must prepare the testing room prior to starting a test session. The five items listed are the ones that we found in our observations during testing last spring that were implemented inconsistently, even within the same school. Please ask your School Test Administrator if you have any questions about preparing your room, and have your District Test Coordinator contact ADE if you have an unusual testing situation. We will provide guidance on the appropriate testing procedure.

Slide 11



If you are administering the computer-based test, make sure you have a device to start the test and manage students during testing. You may also have a cell phone or a room phone available in case you need assistance when testing. However, please make sure your phone is only being used for testing situations and is put away when not being used. In the case of a student who has a medical need to have access to a cell phone, place the phone on your desk and have the student sit close to the device. You

It is very important for students to be familiar with the Sample Tests for AzM2 and the tutorial for AIMS Science.

Guidance for PBT Schools



You need to provide:

- Scratch paper (plain, lined, or graph) for each student.
- A few copies of commercially published paper dictionaries and commercially published online thesauruses in your room for use on EOA Writing only.

An appropriate calculator for every student participating in the A2K2 Grade 7 or Grade 8 Math PBT test. Every student in Grade 8 will need an appropriate calculator for Math Items 1 and 2.

It is expected that those students are familiar with the item types and responses described in the [A2K2](#) document found on the [A2K2 PBT](#) portal.

Click on the Grid-In Response image to view more information on how students should enter responses.

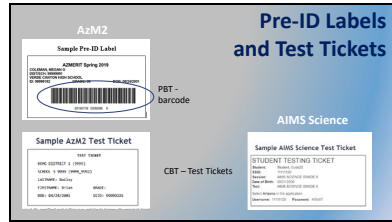


Grades 7 & 8 – Part 1 only

1	1/2	3/2	1.5
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Paper-based sites must have commercially published dictionaries and thesauruses available in the classroom for students. Please check the Calculator Guidance documents for specifications for Grades 7, 8, and 10. It is recommended that you introduce the AzM2 item types in your classroom throughout the year so students become familiar with the response types they are expected to use. One example is the Grid-In Response. Click on the image of the grid to learn more about acceptable answer responses.

Slide 13



Paper-based tests must have a Pre-ID label with a barcode. Don't give a student a test booklet that does not have this barcode. Tests that are returned without a barcode won't be scored.


Testing tickets provide student information for students taking the computer-based test to use to sign into AzM2 and AIMS Science tests. For AIMS Science it is required that students have their test tickets since this also provides the individual password for each student. Test tickets for AzM2 include the students' name as it appears in TIDE and the students' SSID. While not required, it is strongly recommended that you print these for students. Both the Pre-ID labels for paper-based booklets and the Test Tickets for computer-based testing can be printed in TIDE.

AIMS Science tickets are printed through PearsonAccessNext. These should not be printed until just prior to testing so that all student information is the most up to date.

These test tickets are different and provide different information for students to sign in for each test. The AzM2 Test tickets cannot be used for AIMS Science. All test tickets are secure documents because they contain student information. All test tickets must be collected after testing and securely shredded.

Slide 14

AzM2 Test Booklet Numbers



AzM2 Test Booklet Numbers

Student Booklet	Student ID#	Test Booklet Number

<https://cms.azed.gov/forms/TestDocument%20for%20AZM2%20100100>

The Test Administrator must record the student's name and test booklet number prior to testing.

Submit the completed form to your School Test Coordinator.

Should there be a problem with your paper test booklets getting lost in shipment or a problem with the label, having this document filled out will provide ADE and our vendor with the necessary information to help locate your tests. You may substitute this form with an electronic one if you choose, but you must submit this information to your School or District Test Coordinator.

Slide 15

Read-Aloud for PBT Schools

Read-Aloud for Paper-Based Tests

Students taking the paper-based AzM2 test may have the Test Administrator or a proctor read the content of the Writing or Math tests to them. This must be done on an **individual basis as needed**. Reading aloud to more than one student at a time can be distracting to other students and may disadvantage students who only require a word or phrase read aloud.

[Text-to-Speech and Read Aloud](#)

To help manage this in a classroom setting, consider the following:

If you know a student will need extensive assistance, you may decide to test this student in a small group or individual setting.

Only read what the student requests. This can be a word, phrase, sentence, item, or passage for a student.

Use a soft voice to not disturb other students. You may need to relocate a student to a different part of the room to minimize distractions.

Only the scripted directions from the Test Administrator Directions for ELA Part 1 and Part 2 may be read to the student.

Students taking the computer-based test have text-to-speech for the Help Directions, Writing passages and prompt, and Math Items. For Science, students have text-to-speech for the entire test, including items. For those schools administering the paper-based test, students may raise their hand and request that the Test Administrator or a proctor read information from the Writing, Math, or Science test. Please remember that you cannot read any of the ELA Part 1 and 2 test to students; you may only read the scripted directions in your Test Administrator Directions.

Slide 16



Test Improperities are any significant issue students have with testing. We will take a look at the most common types of Improperities and how to avoid them.

Slide 17

Types of Test Improperities	
System Issues	Inappropriate Test Administration
<ul style="list-style-type: none">• Accommodation not available in test• Extended local Internet connection disruption• Power outage that results in any student unable to complete a test session on the same testing day.• Student not eligible to test — should be taking alternate assessment; incorrect grade level assigned	<ul style="list-style-type: none">• Student error — closed test without beginning item• Inappropriate materials — calculators, reference sheets, graphic organizers• Cheating• Security violations — cell phones, electronics• Removal or mishandling of testing materials• Improper assistance by adults or students
Contact your School/District Test Coordinator immediately!	

If you have system issues, contact your School/District Test Coordinator as soon as possible. If your local technology team cannot address the problem, have them contact the AzM2 or AIMS Science Help Desks. Your District Test Coordinator can notify ADE and request assistance as well.

Assist students who have committed an error. In most cases, the student just needs to log in again to begin testing. If students are caught cheating, have them continue testing after you have separated the students and/or removed any inappropriate materials or electronics. If you make an error in administering the test, have the students continue testing. In each case, have students continue testing and then record the incident and notify the School Test Coordinator as soon as possible.

Slide 18

Paper Test Incidents	
Scoring Discrepancies	Inappropriate Test Administration
<ul style="list-style-type: none"> • Ink, colored pens/pencils, markers, or highlighters in booklets • Paper clips, "sticky" notes, tape, staples, or glue • Marks near the timing marks on the edges • Inserting loose papers, taping, or gluing paper into the scorable test booklets • Extra paper to write their ELA Writing test responses <ul style="list-style-type: none"> • Only responses that are written on the "Final Copy" pages in the scorable test booklets for Writing will be scored 	<ul style="list-style-type: none"> • Inappropriate materials – calculators, reference sheets, graphic organizers • Cheating • Security violations – cell phones, electronics • Removal or mishandling of testing materials • Improper assistance by adults or students <p>*Students should continue testing after you handle the situation, keep a record of what occurred and contact the School Test Coordinator.</p>
Contact your School/District Test Coordinator immediately!	

If students are using markers, highlighters, tape, extra paper, etc., please direct the student to continue testing with only a #2 pencil. You may NOT make any changes, including erasing any material, in a student booklet. If students have inappropriate materials or cell phones, remove the materials and have students continue testing. If students are caught cheating, have them continue testing after you have separated the students. In each case, have students continue testing, then record the incident and notify the School Test Coordinator as soon as possible.

Slide 19

Disruptive Students	
Possible Behaviors	Suggestions for a Test Administrator
Disrupts testing	Maintain respect and dignity of the student as much as possible. Contact the building administrator.
Refuses to participate	Follow procedures from an IEP or 504 plan if applicable.
Interferes or interrupts others	If possible, remove student from the testing room to allow other students to continue to test undisturbed.
Engages in behavior inconsistent with acceptable classroom behavior	The disruptive student should be allowed to continue testing in a different location. Student is subject to the disciplinary procedures established by the school for such occurrences after completion of testing.
The Arizona Department of Education recommends that the student's parents or guardians receive written notification of the disruption incident and its consequences.	

There may be students who are disruptive to others or refuse to test. You may be able to handle this situation quietly and have the student resume testing. In a few cases, the student's behavior is inconsistent with an appropriate testing environment. Please follow your district/charter/school procedure for handling this type of situation. Some additional suggestions might be to listen to the student's concerns, contact your administrator for assistance, and follow all procedures from an IEP or 504 plan if this applies to your student. In some cases, students just need some time to cool down or to work in a smaller group. Ultimately, if a student has begun testing and refuses to continue that day, the test will be submitted. The student may not continue testing in that session on a subsequent day.

Slide 20

Additional Time


Most students should have time to finish the test during the allotted time. Students who are working productively and require additional time must be allowed to complete the test. Follow the procedures established by your Test Coordinator for those students who need additional time to complete the test.

For CBT testing:

- If a student must be moved to another computer or room:
 - Student must pause test session before moving to another computer or room with an adult supervisor. The Test Administrator may have to start a new test session.
- Science: Student must sign out of test. Test Administrator must "Resume" the student's test session.

For PBT testing:

- If a student will continue testing in another test setting, the test booklet must be collected by the Test Administrator, and the student must be escorted by an adult to the new location.




Students may not continue testing beyond the regularly scheduled school day!

Students who are working productively (reading, reviewing work, writing notes, and responding to the test) must be given time to complete the test. If you have a student who is not working and it is beyond the suggested time limits, you may ask the student if he or she is finished. Student should not continue testing beyond the school day, except in extenuating circumstances and with the permission of your district/charter and ADE.

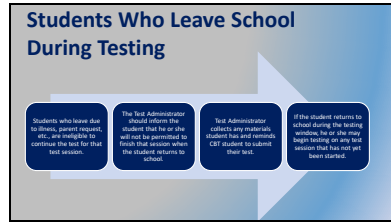
Slide 21

Students Who Leave the Room During Testing

Restroom/Health Office	PBT	CBT	
Students should use the restroom or go to the health office prior to testing.	Test Administrator collects booklet.	Student must pause test prior to leaving.	 <p>Students who leave the room may not have access to a cell phone or electronic device.</p>
Only one student may leave at a time.	Student indicates time of day when signing out and in.	Student indicates time of day when signing out and in.	
Student indicates time of day when signing out and in.	Test Administrator returns booklet to student.	Student signs into test. Test Administrator reports student.	

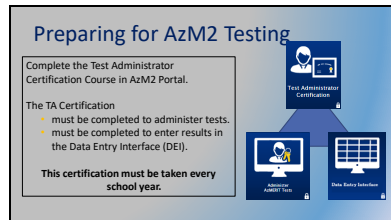
Please follow these procedures for students who need to leave the room for a break. In the case of an emergency, the Test Administrator should record the time of the incident and a short note about what occurred. This should be given to the School or District Test Coordinator. For computer-based tests, it is not enough for students to close the lid of a laptop; the test must be in paused status before they leave their seat. Please make sure you can see that a student has not left the room with an electronic device. This can be cause for an invalidated test.

Slide 22



Students who leave school are not permitted to log back into the test session they previously were taking, since that is a testing violation. If a student returns and there is adequate time, the student may test in a new part of the test.

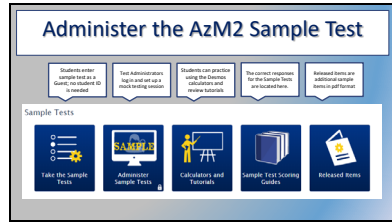
Slide 23



All Test Administrators that will be administering the AzM2 computer-based test must complete the TA Certification in the AzM2 Portal. Also, any Test Administrators that will be administering any Special Paper Version Tests including the paper-based schools must also complete this certification to have access to the Data Entry Interface (DEI). This certification must be completed every school year. Test Administrators will not be able to access a Computer-Based Test or DEI without having completed this certification for School Year 2019-2020.

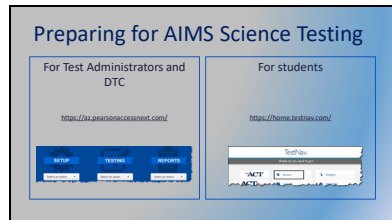
DEI is a component of AzM2 computer-based testing system. DEI will be used to enter item responses initially provided by students with Special Paper Version Tests. Special Paper Version Tests include the Braille, Large Print, and regular-sized print tests required per a student's IEP.

Slide 24



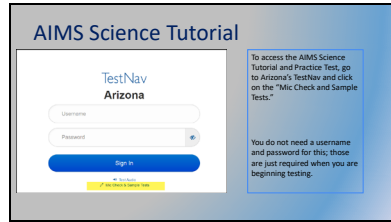
Even students at a paper-based site should use the AzM2 Sample Test to become familiar with the item types and wording in the stimuli and response options. Students taking the computer-based test should practice using the Context Menu Tools for questions and options. In addition to administering the sample test, this site provides resources for students taking the test.

Slide 25



All Test Administrators that will be administering the AIMS Science computer-based testing must become familiar with PearsonAccessnext and TestNav. Test Administrators will use PearsonAccess to start the test and monitor student progress. Students will be logged into TestNav and test using this software.

Slide 26



The Practice Test is not content-based. It contains five questions that are intended to help students see how to use the tools in TestNav. The tutorial will provide students with an opportunity to hear about the tools and then try them out. Students can review this independently or you can review this as an entire class. We recommend that your students review the tutorial a week or two prior to testing.

Slide 27

IMPORTANT

CBT Test Sessions

- Open only one test session at a time unless you are administering make-up sessions.
- Once a student selects a test and you approve them, they must complete that session, even if other students are not taking that session.
 - Example: Students are taking ELA Part 1 and one student was mistakenly approved for Part 2. The student should continue testing in Part 2.
 - If the student notices the mistake and closes the session before telling you, instruct the student to sign back in to the session he/she started and continue working. Not continuing in this session may lead to a reduced score since the student may not resume testing on a different day.

Note: Although we prefer that AIMS students start with Writing, then Part 1 and finally Part 2, the test items are not dependent on the items in the other sessions. Once a student begins a session, they must finish that session!

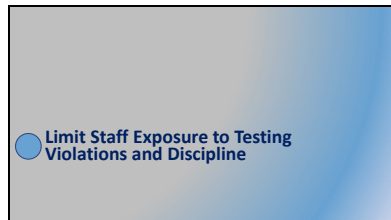
ELA	Math	Science
Writing	Part 1	Session 1.1
Part 1	Part 2	Session 2.1
Part 2		

Only open one test session at a time unless you are administering make-up sessions. One scenario that may create a test impropriety is where a student selects the incorrect test and is approved by you to begin working. The student answers a few items and realizes that he or she is not testing in the same session as peers. Instead of pausing the test, the student may stop testing and log out. You must have the student go back into the session that was started and have the student complete that session.

We see instances, unfortunately, where Test Administrators have the student stop the session and begin testing in the session with the class. However, once a student answers a question, ADE cannot reopen the test that was abandoned. The items that have no response become part of the student's final score. So please, have

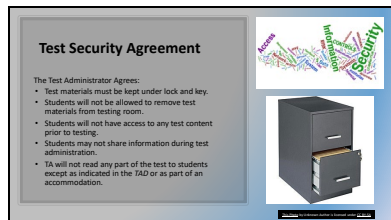
the student finish the session that was begun and make up any other sessions at a different time.

Slide 28



Finally, let's look at ways you can protect yourself from any allegations.

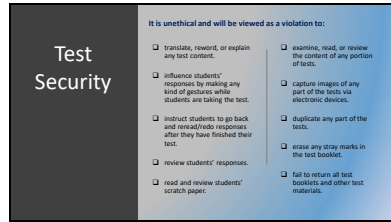
Slide 29



By signing the Test Security Agreement, you are agreeing that all test materials are restricted, and you will not attempt to gain access to test materials beyond what is granted to you by the School/District Test Coordinator, Superintendent or Charter Representative.

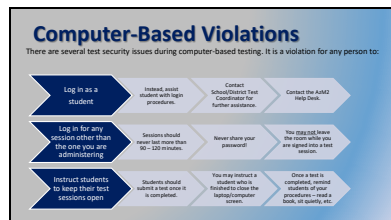
All test materials that are distributed must be kept under lock and key except during actual test times and students must not be allowed to remove test materials from the testing room except under the supervision of school personnel.

Slide 30



These are additional test security violations. While these may seem obvious, each year we are made aware of instances where these types of situations take place. If a situation arises that you are unsure about, or you have any questions about these, please ask your Test Coordinator. The District Test Coordinator can contact ADE by email to provide information and ask for guidance.

Slide 31



If students are having difficulty logging in, you may assist the student and see if the SSID or session ID is correct. Remind students to use their legal name and not nicknames as they log in. If you continue to have difficulty, contact the School/District Test Coordinator. If that person is unavailable, contact the AzM2 or AIMS Science Help Desk. Under no circumstance, should you ever log in with the student's credentials.

A Test Administrator must start and stop their test session when that group of students is testing. If you are administering additional sessions, a new test session must be started for each group of students. You must be present in the room during the entire test session. If you have an emergency, another Test Administrator who has been trained may take your place. Please be sure to notify the School Test Coordinator in this case. Do not start a test session for a group of students that you will not be supervising. When you start a test

session, you become the Test Administrator of record and any issues that occur during that time are your responsibility.

The scripted directions you provide to students tells them to submit their tests when they are finished. Students should not keep their sessions open for the entire scheduled testing period unless they are working productively. They should also not keep their session open while waiting for other students to finish testing. Keeping the session open for longer than needed can lead to allegations of cheating for students, so remind students who are finished testing to submit their test. You may also quietly remind them to follow the procedures you have for students who finish testing early.

Slide 32

Examples of Serious Test Irregularities		
Reading portions of the ELA test to students	Permitting a relative of a student, including any employee of the school, to enter the testing room	Scoring student tests, either formally or informally
Solving secure test questions	Providing reference materials to students	Tampering with student responses
Exempting or preventing a student from participating in the administration of a required state assessment	Failing to actively monitor testing	Failing to report to an appropriate authority that an individual has engaged in unethical or inappropriate conduct

To protect yourself and minimize any additional issues, it is important for you to report any testing incident to your School/District Test Coordinator. If you witness someone engaging in an unethical or inappropriate manner, you may contact us directly with specific information regarding the incident.

Slide 33

ADE Assistance

We know that testing can be stressful for students, teachers, and administrators. We want you and your students to be successful. Please contact your Test Coordinator or administrator at your school and district/charter for assistance or contact ADE with any questions.

We are here to help!

AzM2@azed.gov

AIMSScience@azed.gov