This training will cover Spring 2019 AIMS Science Test Administration.

All students in Grades 4 and 8 will take the AIMS Science test.

High school students must test based on their cohort. Students in Cohort 2021 (generally 10th grade students) are expected to take the AIMS Science unless the student tested in Spring 2018.

Students in Cohort 2022 (generally 9th grade students) may take AIMS Science if the student is currently enrolled in Life Science course.

High school students can only take the AIMS Science test once. If students take it in their first year in high school, they will not be eligible to retake it their second year.

The AIMS Science Test Window is March 25 – April 19, 2019.

Special Paper Version tests for students with an IEP or 504 plan are available upon request.
On the ADE website under the AIMS Science tab is a folder for the AIMS Science Test Administration Directions and Test Coordinator Manual. These can be downloaded and printed at your district. Test Administrators may use an electronic copy of the directions.

Under the AIMS Science Resources will be the AIMS Science Checklist and other available resources.

PearsonAccessNext (PAN) is the site that will be used for AIMS Science. PAN is Pearson’s test management portal. It is not the actual test delivery system that students will use when testing. PAN is where users manage student testing information, order additional materials, and retrieve testing reports.

Your Username is the email that you provided to ADE for your contact information. If you are the District Test Coordinator for AZELLA, you will not receive an activation email since you already have an active account for PAN.

New users in PAN will receive an activation email on February 7. If you are not able to locate your activation email or need to reset your password, click the link that is located in the upper corner below the Sign In button.
If you have access to PAN for both the AZELLA and AIMS Science, the username and password will be the same.

When you log in, you will default to the last program that you were working on. You can easily switch between the AZELLA and AIMS Science. At the top of the screen the black bar will indicate the test administration and the District or School that you are currently logged in for. To change either the test administration or the school or district, click on the appropriate drop-down arrow. District Test Coordinators for multiple districts are also able to switch between different districts or schools.

When you log into PAN, verify you are on the AIMS Science page and not AZELLA if you have access to both programs. The home pages are very similar.

There are 3 main links that you will use for managing AIMS Science test administration: Setup, Testing, and Reports.

The right side of this page will have links for resources that will be available for AIMS Science. As new information is available the links will be updated.

You can also click on the Support link at the top of the page to see all the support documents available.
On the ADE website under the AIMS Science Resource you can locate the Spring 2019 AIMS Science District Test Coordinator Important Tasks Checklist. With all the deadlines that must be met, it is suggested that you print a copy for easy reference during the next couple of months. The following slides will go through each of the tasks.

There is a PearsonAccessNext User’s Guide available with information for completing any tasks within PAN.

Task 1 – Technology Ready

TestNav 8 must be downloaded to all devices that will be used by students for AIMS Science Testing. If your school is also administering the AZELLA, you may have already done this on your computers.

Components of the online testing include three pieces that work together: TestNav 8, ProctorCache, and PearsonAccessNext. If you have any questions about setting up for the online testing, Pearson is offering “Office Hours”. The date for scheduling the Office Hours has been extended to March 5. It is strongly recommended that you take advantage of this opportunity.
Pearson is offering “Office Hours” to help districts with the installation of TestNav 8 and any other IT questions that you may have for AIMS Science. To schedule a 15-minute, 30-minute, or 60-minute meeting with Pearson Support, select the link on the home page in PAN under the Related Links. There is also a link for a video for Arizona Technology Training for Online Tests that can be shared with your IT people.

ADE has received calls from IT personnel requesting information about the requirements for AIMS Science Testing and been told that District Test Coordinators have not been sharing this information. Pearson has extended the date to request the “Office Hours” to March 5. The request to schedule a session must be submitted by March 5, however the schedule date can be at a later time.

If you feel you do not need to request support for setting up your computers for testing, you are not required to take advantage of this opportunity. However, you may want to still schedule a 15-minute session to just confirm that you have everything ready for testing. You will want to request a date as soon as possible.
If you have any questions, email us at AIMSScience@azed.gov and we will gladly help you with any technology questions you may have. Also let us know if you have changed your contact information – address, phone number, etc. Any incorrect contact information will delay any additional orders that are placed and paper reporting.

Task 2 - Review and verify contact information and shipping address in PearsonAccessNext on February 7th. If your contact information is incorrect, contact us at AIMSScience@azed.gov. Only ADE will be able to make the changes in PAN. Refer to the page 28 of the PearsonAccessNext User Guide on how to verify contact information.

Task 3 – Create User Accounts in PearsonAccessNext.

All users must be added into PAN for AIMS Science even if they currently have an AZELLA account. When a new user is added, they will receive an activation email. If the user is added that already has an AZELLA account, they will have immediate access to AIMS Science once their new account is entered into PAN. Users in PAN for both AIMS Science and AZELLA will have the same username and password.

Adding users is ongoing and can be entered at any time prior to administering the test.

Users can be added manually or through a data file upload.
District Test Coordinators and School Test Coordinators have permission in PAN to create User Accounts.

Besides the directions in PAN User’s Guide, there is also the “Quick Guide to Manually Creating AIMS User Accounts” and the “User File Layout and Template” for uploading users.

Both of these documents can be located under the Links or the Support tab in PAN.

Users can be created at the District level, with access to all schools, or at the school level with access to the schools assigned. Users can be assigned to multiple schools.

District Test Coordinators can create roles beneath the DTC and School Test Coordinators can create roles beneath the STC. Only ADE can create District Test Coordinator roles.

Users can be manually entered or done through an upload file.

To manually add users, use the “Quick Guide to Manually Creating AIMS User Accounts”.

District and School Test Coordinators can use the “Quick Guide to Importing, Exporting, and Viewing File Data” for mass uploads or edits to users. This document is an Excel sheet and will have two tabs. The first tab will be the User File Layout that will describe the information to be included in the data file upload. The second tab will be the User Template that you can use to fill in the user information for upload.
Task 4 Review Students in PearsonAccessNext.

ADE will extract data from AzEDS on February 22.

All students in Grades 4 and 8 will be extracted based on grades enrolled.

For HS AIMS Science testing, students in Cohort 2020 (generally 10th grade students) will be extracted if ADE did not have a valid AIMS Science test result from Spring 2018. Students in Cohort 2021 (generally 9th grade students) will be extracted if they are enrolled in a course that was identified for AIMS Science testing in AzEDS.

All students will then be visible in PAN. District Test Coordinators should verify if all students expected to test are listed in PAN. If students are not listed, they will need to be added.

All BIE and private schools that will be testing on AIMS Science will not have any students uploaded into PAN and will need to add students.

To test students for AIMS Science, the student must be added into PAN, registered for a test and assigned a test session.

The Student Registration Information file provided to Pearson on February 22 includes student demographic information and district and school enrollment. Pearson uses this information to register students for online testing, including placing students in online test sessions by grade.

Student Registration Information files are based on school enrollments. These files will be visible in PAN and Districts may then review students.
To view student demographic Information in PAN, use the Student Registration Export. The Student Registration Information file provided to Pearson does not include information regarding Student IEP Requirements or Accommodations. District and School Test Coordinators can run a report in PAN to view the students that have been registered for AIMS Science testing.

The Student Registration Export file is an Excel spreadsheet. The file will contain all the students who are registered to take the AIMS Science test. This file is secure. All student level information must be used confidentially in accordance to state and federal privacy laws.

Task 5 – Creating New Students

Starting on February 27, any student that is expected to test on AIMS Science that was not included in the initial upload into PAN must be added prior to testing. This includes any BIE schools or private schools that did not have students in an initial upload.

Students can be added either individually or by a data file upload.

When adding students into PAN, there are multiple steps that must be done. The new student must be added, the student must be registered, and the student must be assigned a test.

For students that are manually added, all three steps must be completed. If students are added through an upload file, these steps will automatically be done at the time of the upload.
The “Quick Guide for Spring Student Registration File Layout and Template” is available for uploading students into TIDE. If you have a large number of students that must be added or edited, the easiest is to use the upload file.

This file must also be used by BIE Schools and Private Schools to upload their students into PAN.

AIMS Science students with disabilities may use, as appropriate, any of the Universal Test Administration Conditions and testing tools in the Testing Conditions, Tools and Accommodations Guidance as designated in their IEP or 504 plan.

If a student with a disability requires an accommodation not listed, contact ADE at AIMSScience@azed.gov for guidance.

Special Paper Version accommodations are available for students that have an IEP or 504 accommodations that indicates the student is unable to use a computer.

The Special Paper Version accommodations available are for Braille, Special Paper Version Large Print, and Regular-Sized Special Paper Version tests.

Who needs to have a Special Paper Version test? Any student that requires a Braille test must have this requested since Braille is not available online. Most students that require large print tests do not need to have a Special Paper Version test.
For both Large Print Special Paper Version and Regular-Sized Special Paper Version tests these would only be requested for those students that have IEP or 504 plan that indicates an accommodation that is not available on the computer test. These students generally would include students that cannot look at a computer screen for any extended period of time based on specific vision or other physical needs. This would be a very limited number of students.

The students that have the Special Paper Version tests requested for AIMS Science would be the same students that also required the Special Paper Version tests for AzMERIT.

ADE must approve all Special Paper Version tests.

The non-embedded accommodations that are available for AIMS Science include Adult Transcription, Sign Test Content, Translate Directions, Assistive Technology, Simplified Directions and Translation Dictionary.

Visual Assistance Tools that are available in TestNav 8 include color contrast, answer masking, line reader, and Magnifier Tool.

Students with Visual Assistance Tools should know prior to testing how to access these accommodations. Any student that takes a Special Paper Version test should not have a non-embedded accommodation or a visual assistance tool identified on the demographic page.
Task 6 - Special Paper Version Tests

All students that will require a Special Paper Version Test must have their accommodation identified in PAN, have their test assignment changed, and have the Special Paper Version Test requested during the Additional Order Window. The Special Paper Version test must be identified in sufficient time to place an additional order which closes on April 12.

The initial file that ADE provided to Pearson with the student information automatically registered students for the online test for AIMS Science Grade 4, AIMS Science Grade 8, or AIMS Science High School.

Students that required a Special Paper Version test, must have their test reassigned to an AIMS Science Grade 4 SPV, AIMS Science Grade 8 SPV, or AIMS Science High School SPV.

Reassigning the test for the student will allow the test administrator to be able to manually input the student responses into the correct form that will match the Special Paper Version test used by the student.

Also, students that are assigned to a Special Paper Version test will not have access to the online test. The adult that will be entering the student responses will have access to the online test for this student.
Task 7 – Additional Order Window begins March 5 and closes at 5 p.m. MST on April 12.

All additional orders are only placed at the district level and can only be placed by the District Test Coordinator.

Task 8 – Preparing for Testing in PearsonAccessNext

Just a few days before the scheduled testing day, the District Test Coordinator, School Test Coordinator, or Test Administrator may begin the preparations for testing day.

No initial materials will be shipped to districts and schools for AIMS Science. Districts will not receive any Test Coordinator Manuals or Test Administration Directions.

The Test Administration Directions and Test Coordinator Manuals are available on ADE website and in PAN for download. These can be printed locally at the district or school or can be used electronically by Teachers, Test Administrators, and any other school personnel. However, if you would like to request paper copies, these can be requested during the Additional Order Window.

New for this year, there will be no Special Paper Version Directions. The directions will be included with the regular Test Administration Directions.
You will need to become familiar with testing terminology such as Seal Codes, Scheduled Sessions, Session Student Roster, and Testing Tickets, which are considered session resources.

On the Session Screen you will see the list of available sessions. There will be an online test session for each of your grade levels as well as any SPV test sessions you created.

Most students will be assigned a regular online session unless the student requires a Special Paper Version Test.

Seal codes are used to unlock each section of the test. Test Administrators will print out the list of Seal Codes so that they can provide the seal codes to students before administering each section on the testing day. Each session will have a unique Seal Code report.

The Seal Code Report should be treated as secure test material.
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Scheduled Sessions provides a list of all sessions created for a district/charter and the status of the session.

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Session Student Roster is a list of all students assigned to a session.

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Testing Tickets are printed for each student and provide the student’s user name and password for logging in to TestNav 8, Pearson’s online testing platform.

Testing Tickets should be treated as secure test material.
Task 9 – Prepare a Session

Preparing a Session is the action that links the students in the Session with their assigned form in TestNav 8, Pearson’s online testing platform.

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Since test sessions are already prepared for each school site, this year, only the DTC can create a new session for students with Special Paper Version tests. The Grade 4, Grade 8, and High School sessions are available for you to add any new students. If you have a student who needs a Special Paper Version test, only the DTC can create this session. Do NOT create sessions for individual classes; you can create Testing Groups for this purpose.

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For those who want to group students by classroom or testing session, you may use the Testing Groups function. DTCs, School Test Coordinators, and Test Administrators may all create Testing Groups.
Preparation of a Session

Test sessions must be prepared prior to testing. To do this, select an individual session or the Combined View to prepare all sessions at one time. Once they are ready, the green Start Session button will appear.

Task 10 – Test Administration

AIMS Science test administration is March 25 – April 19. AIMS Science tests are primarily available as an online test. Students that have an IEP or 504 plan may need to have a Special Paper Version test requested for him or her.

Students and schools with Special Paper Version tests must have their responses entered into TestNav 8 by an adult during the same test window of March 25 – April 19.

Task 11 – Testing Day Activities

Test Administrators must start a session and unlock students tests prior to students being able to log in to TestNav 8.
To start a Session, Test Administrator will select the session name from the Session List. Test Administrators have the option to start each session individually by clicking on each session in the Session List or starting multiple sessions by using the Combined View in the Session List.

It is not recommended that multiple test sessions are started unless needed. Most Test Administrators will only be administering a single test session. For make-up test sessions, this may be the only time that a test administrator may be testing multiple grade levels.

When a test session is locked in PAN, all tests are locked. Test Administrators must unlock a student’s test before the student is able to log into TestNav 8 to begin testing. To unlock students, click and drag the lock/unlock switch.
Verify the Student Test Status before the student attempts to Sign In to TestNav 8. The Student Test Status should be “Ready” and the lock icon should not be visible in the status box.

Task 12 – Manage Test Sections.

PAN may be used to monitor a student’s test progress and set students to begin a specific test section if a student is testing out of order. Students in Grades 4 and 8 that are absent on the day of the first test session, should take session 1 prior to session 2.

The Manage Sections screen may be used to manage the entire session or individual student tests. The top portion of the screen is used for managing the entire session.

The lower portion of the screen is used to monitor status and manage test sections for individual students. The Section Status portion of the screen may be used to monitor a student’s progress through the test. Each section of the test is represented in the Section Status columns. In each student row, a bubble represents the status for each test section:

N - Not Started
S - Started
C - Completed
Resuming a Student Test
When a student signs out of TestNav or if a test times out, the student’s test status changes to Exited, and the student’s test must be resumed before the student may sign in to TestNav 8 to complete testing.

Marking Tests Complete
For Grades 4 and 8, there are 2 sections in the AIMS Science test. At the end of Section 1, the student submits their answers. At the end of Section 2, the student will “Submit Final Answers”. Submitting final answers completes the test in the system so that it is scored.

For students in Grades 4 and 8, test section 1 should be submitted prior to test section 2. If test sessions are completed out of order, at the end of Section 2, students should be instructed to Sign Out of TestNav using the User Dropdown Menu, rather than submitting final answers. Once the test window is completed, Pearson will Mark Complete the tests in PearsonAccessnext. Only Pearson can mark the test Complete.
Task 13 – Return Special Paper Version Tests to Pearson

Tests can be returned as soon as all students in the district have completed testing and all student responses have been entered into the TestNav 8 system.

However, all Special Paper Version tests must be returned no later than April 23, 2019. Directions can be found in the Test Coordinator Manual in PAN or on the ADE DTC website.

Task 14 – Score Reports

The Score Reports will be posted in PAN by the Friday before Memorial Day. You will find these under Reports and then Published Reports.

Published reports include the District Student Data file and PDF version of the student and roster reports.

District Test Coordinators can view all reports for the District. School Test Coordinators can view all reports for the school they are assigned. There are two additional roles that can view reports. If you are not going to be available during the summer, it is recommended that you make sure that you have authorized others to be able to view the reports.

AIMS District Report Only Access role can view only the district reports. You may want to assign this role to Superintendent/Charter Representative, and any other person at the district that may need district results during your absence.
AIMS School Report Only Access role can view only the school reports. You should assign this role to anyone at the school level that would need to have access to these reports during the summer. This may include the principal for the school.

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Task 15 – Student Reports Due in District

The student reports will be shipped to districts and are expected to arrive on June 6. Districts will receive 2 copies of the Individual Student Reports. Student reports can be given to parents as soon as they are available.

You are able to track the shipment of materials in PAN. Once the tracking number is available, you can make arrangements with UPS if your district/charter will not be open on the expected day of delivery. You are able to request a future date to make arrangements for this delivery.

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The District Test Coordinator must verify that AIMS Science Training has been Reviewed. This is done by returning to the Achievement Testing Pre-Test Training website. Click on the icon “AIMS Science Training Verification Click Here”. Complete the form and click the submit button to notify ADE that this training has been completed.

If you have any questions, send an email to AIMSScience@azed.gov.