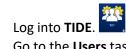
Spring 2020 District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Spring 2020 AzM2 Computer-Based Test (CBT) and Paper-Based Test (PBT) administrations.

Done	Task 1 - CBT & PBT	Dates
	Log into TIDE, add new users, correct users, or delete users. District Test Coordinators must verify all personnel who will need access for TIDE, ORS, TA Interface and/or the Data Entry Interface (School Test Coordinators, School Report Viewers, School Teachers, and Test Administrators).	Ongoing
	 NOTE: Users with the role of District Administrator (DA) and School Test Coordinator (STC) may assist in adding new users at the school level. 	



- Go to the **Users** task menu under Preparing for Testing.
- Select Add Users, View/Edit/Export Users, or Upload Users.
- Detailed instructions can be found in the TIDE User Guide on the AzM2 portal here.

Don	Task 2 – CBT	Dates
	Ensure that schools download the new AzM2 Secure Browser 12 on all desktop computers and laptops that will be used by students for testing.	Ongoing
	 NOTE: Windows, Linux, and Mac devices must use Secure Browser 12. Chromebooks and mobile devices with Android or iOS operating systems do not need to download a new Secure Browser if one is already installed. 	Secure Browsers for 2019 – 2020 were released on August 23, 2019

On the AzM2 portal, click on the Secure Browser button.

- Download the appropriate Secure Browser on to each device that will be used by students.
- The Quick Guide for Setting up Your Online Testing Technology, as well as operating system-specific installation guides, can be found on the Technology Resources page of the AzM2 portal here.

Done	Task 3 – CBT and PBT	Dates
	Pre-test trainings will be available online January 6, 2020. District Test Coordinators with schools participating in the Spring 2020 AzM2 administration must complete the trainings no later than January 31, 2020.	January 6 – 31
	Pre-Test Trainings: http://www.azed.gov/assessment/training/	
	NOTE: DTCs must assure that all Test Administrators have received the "Test Administrator (TA) Training" prior to administering any test session. Additional staff may also review the presentation, which also includes information related to test security.	

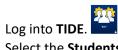


Done Task 4- CBT & PBT	Dates
Verify District Test Coordinator and Shipping Information in TIDE. All changes or corrections must be made by notifying ADE no later than January 31.	January 6 – 31



- Select the **Shipping Contact Info** task menu under Preparing for Testing.
- In the **Search Shipping Information** box, select **District**.
- Verify Contact Info.
- If all information is correct, select Save. If contact information is incorrect, email AzM2@azed.gov.

Done	Task 5 – CBT &	PBT		Dates
	•	o view students associated with v nrollments in ADE's AzEDS is Janu	•	January 6 – 22
	Student inform	d student information in TIDE two ation will be based on student e ote deadlines for updating AzED	nrollments in AzEDS as of the file	
	File	Deadline for Districts to Update AzEDS Data	Data Visible in TIDE	
	Initial	12/13/2019	1/6/2020	
	Final	1/22/2020	1/28/2020	
		1		

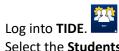


- Select the **Students** task menu, and then select **View/Edit/Export Students**.
- Use the **School** filter to display a list of student records by school or select **All Schools**. Click **Search**.
- To print or export files, select all records to activate the print or export buttons.
- To add or revise enrollments, update AzEDS prior to 1/22.

Done	Task 6 – CBT & PBT	Dates
	New Process for Special Paper Version (SPV) Test Requests	November 1 –
		February 28
	SPV tests will not be included in initial order shipments. All requests must be	
	approved by ADE using the following steps:	Contact ADE at
		AzM2@azed.gov
	Step 1: Complete a request for a Special Paper Version test for each student	for students
	using the secure ADE online form. On this form, you must submit pages of the	enrolled after
	student's official IEP or 504 plan that indicate the need for a Special Paper	February 28
	Version of the test. The document you submit must include:	
	 a. the date of the document and the student's first and last name and SSID. 	
	 b. the section that indicates the student's testing accommodations. 	
	c. the section with classroom accommodations that are used routinely	
	during instruction throughout the year in lieu of computer instruction.	
	The instructional accommodations MUST align with the testing	
	accommodations.	
	Requests may be submitted November 1 – February 28 through the following link:	
	http://www.azed.gov/assessment/spv/	
	 SPV tests may not be available for requests submitted after February 28. 	
	 Contact <u>AzM2@azed.gov</u> if a student has an injury or illness after February 28 that necessitates a paper test. 	
	Step 2: After receiving approval from ADE, log into TIDE and indicate the Special Paper Version test in the student's profile. Select the checkbox that the student	
	has an IEP or 504 documenting the need for the SPV accommodation. • CBT Schools	
	Braille, Large Print, and Regular Print Special Paper Version tests.	
	PBT Schools	
	 Br Schools Braille and Large Print Special Paper Version Tests. 	
	O	
	Step 3: Place the SPV order during the Additional Order window in TIDE (See	
	Task 10).	

- Log into **TIDE**.
- Select the **Students** task menu.
- Select View/Edit/Export Students.
- Click the **Edit** button for the student you want to view.
- Under **Order Special Paper Version (student with IEP),** select the appropriate Special Paper Version test, then select the "Yes" radio button confirming that the appropriate IEP or 504 documentation has been submitted to ADE.
- Detailed instructions can be found in the TIDE User Guide.

Done	Task 7 – CBT & PBT	Dates
	All new students enrolled in AzEDS after 1/22 who will be participating in spring testing must be added in TIDE.	February 6 – prior to testing
	Students enrolled after 1/22/20:	
	PBT & CBT Schools: After receiving approval from ADE (see Task 6), indicate Special Paper Version tests for all new students that require Special Paper Version accommodations.	
	PBT Schools: Additional orders may have to be placed if there are not sufficient test booklets available in district overage.	



- Select the **Students** task menu and select **Add Students** or **Upload Students**.
- Follow detailed instructions in the *TIDE User Guide* to add or upload students.

Done	Task 8 – CBT & PBT	Dates
	Create rosters for teachers to view student test results in late spring through the Online Reporting System (ORS).	February 6 – April 24
	NOTE: Only Test Administrators with the role ST or higher can have students rostered to them.	



- Log into TIDE. Select the Rosters task menu.
- Select Add Rosters or Upload Roster.
- Follow detailed instructions in the *TIDE User Guide* to create or upload rosters.

Done	Task 9 – CBT & PBT	Dates
	 Receive and inventory the initial test materials shipments. CBT schools: Initial shipment includes <i>Test Coordinator Manuals</i> (TCM) and <i>Test Administration Directions</i> (TAD). PBT schools: Initial shipment includes test booklets, TCMs, TADs, and return 	March 16 – 17
	shipment materials. NOTE: Special Paper Version tests will not be included in initial test materials shipments and must be ordered during the Additional Order window (see Tasks 6 and 10 for information on how to order these materials).	



- Log into TIDE.
- Select the **Paper Ordering** task menu.
- Select Order History.

Follow detailed instructions in the TIDE User Guide to View Order History.

Done	Task 10 - CBT	Dates
	CBT schools - Additional Order Window for Special Paper Version tests (SPV) which have been approved by ADE (See Task 6).	CBT ELA additional order window: March 17 – April 3
	 NOTE: Special Paper Version tests (SPV) available for CBT schools include Braille, Large Print, and Regular-Sized Print tests. SPV materials ordered after these deadlines are not guaranteed to be delivered in sufficient time to test students and enter student responses into DEI by the end of the test window. 	Deadline: April 3 2:00 pm AZ time CBT Math deadline March 17 – April 17
		Deadline: April 17 2:00 pm AZ time
Done	Task 10 - PBT	Dates
	PBT schools - Additional Order Window - if there are not a sufficient number of test booklets in the district overage materials or if any Special Paper Version tests (SPV) are needed and have been approved by ADE (See Task 6).	PBT additional order window: March 17 – 23
	NOTE: - Special Paper Version tests (SPV) available for PBT schools include Braille and Large Print tests. - PBT materials ordered after the March 23, 2:00 pm deadline are not guaranteed to be delivered in sufficient time to test students.	Deadline: March 23 2:00 pm AZ time
	Notes for both CBT & PBT Schools:	
	 ADE will review and approve each additional order prior to shipment. There must be an indication in TIDE for each student that requires and is ADE-approved for a Special Paper Version test. After placing an additional order, check back within 24 hours to check the status of the order. 	

- Log into TIDE. Select the Paper Ordering task menu.
- Select Additional Orders.
- The **Search for Orders** panel will be displayed.
- Enter the quantity of each additional material needed, then click **Save Orders**.
- Follow detailed instructions in the *TIDE User Guide* to order additional materials.

Done	Task 11 - CBT	Dates
	CBT TEST ADMINISTRATION WINDOW	
	Writing*	March 30 – April 10
	Reading and Math	March 30 – April 24
Done	Task 11 - PBT	Dates
	PBT TEST ADMINISTRATION WINDOW	
	Writing*, Reading, and Math	March 30 – April 8 (Writing must be scheduled for March 30 or 31)

- Schools must follow test schedule provided in the *Test Coordinator Manual*.
- *Writing must be administered first for ELA.
- Reading and Math do not have to be administered on the same day.

Done	Task 12 - CBT	Dates
	 Return Special Paper Version testing materials to Measurement Incorporated. Follow the packing and return shipment instructions in the <i>Test Coordinator Manual</i>. Contact FedEx 24 hours prior to pickup of materials. Deadline for materials to be picked up and out of building is April 27. 	As soon as student responses have been entered into DEI, but no later than April 27
Done	Task 12 - PBT	Dates
	 Return testing materials to Measurement Incorporated. Collect and inventory all scorable and non-scorable materials. Follow the packing and return shipment instructions in the <i>Test Coordinator Manual</i>. For Special Paper Version tests, follow the directions in the <i>Special Paper Version Test Administration Directions</i>. Contact FedEx 24 hours prior to pickup of materials. Last day to contact FedEx is April 8. Deadline for materials to be picked up and out of building is April 9. NOTE: Materials not out of building by April 9 may cause a district to be charged for shipping, and test results may be delayed. For any PBT materials not out of building by 4/9/20, contact AzM2@azed.gov immediately. 	As soon as testing has been completed, but no later than April 9

Done	Task 13 – Score Reports to Districts	Dates
	Grade 3 reports will be available in ORS for districts/charters.	May 15, 2020
	Grade 3 paper reports will be delivered to districts/charters.	May 21, 2020
	Grades 4 – 8 and Grade 10 reports will available in ORS for districts/charters.	May 22, 2020
	Grades 4 – 8 and Grade 10 paper reports will be delivered to districts/charters.	June 17–18, 2020

Done	Task 14 – Score Corrections	Dates		
	Last day to Report Corrections to ADE.	June 30, 2020		

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