SPRING 2020
Test Administration Directions
Grade 10

Test Administrator's Name

AzM2
**Arizona's Statewide Achievement Assessment
for English Language Arts and Mathematics**

Test Administrator:

Complete the information below with your local School or District Test Coordinator. If you have any questions or issues during testing, please contact this person **immediately**.

School or District Test Coordinator contact information during testing:

District/School Test Coordinator: _____

Contact phone #: _____

Reminders for Test Administrators during CBT testing:

Once students start a test session:

- The test session must be completed on the same day that it is started.
- A student cannot start a new test session until the previous test session is submitted.
- Do not approve students for more than one test at a time.

If the test session closes during testing or the Test Administration closes the test session:

- Open a new test session and have students sign back in.

If students are approved for the wrong test session (example: Reading Part 2 instead of Reading Part 1) and the TA approves the students to test:

- The student must complete testing on the incorrect test.
- Do not stop the student or open another test for this student until student completes and submits the current test.

If students are unable to log in:

- Verify that the student appears in TIDE with the correct Grade 10 eligibility.
- Verify that the student is using the correct legal first name and correct SSID #.
- Verify that the student does not have a Special Paper Version Accommodation.

If an accommodation is not listed on the student's device:

- Do not approve the student to test; if the student has already been approved, have the student pause his/her test.
- Add the accommodation to the student's record in TIDE.
- Create a new test session for the student.
- Have the student log into the test session and verify the accommodation before approving the student to test.

Contents

Table of Contents

Section 1. Overview of the AzM2 Test Administration

AzM2 measures students' knowledge in the content areas of English Language Arts (ELA) and Mathematics in Grades 3–8 and Grade 10 (Cohort 2022). Each AzM2 test is aligned to Arizona's College and Career Ready Standards (AZCCRS). AzM2 is available as a Computer-Based test (CBT) or as a Paper-Based test (PBT).

American Institutes for Research (AIR) is the test vendor for AzM2 and the provider of the online testing platform. AIR has subcontracted with Measurement Incorporated (MI) for the paper assessments. Measurement Incorporated will be handling the printing, shipping, and processing for all paper test materials.

Each District Superintendent or Charter Representative must designate an Achievement Testing District Test Coordinator to oversee AzM2 testing for all schools within the district or under the same charter. The District Test Coordinator may delegate some responsibilities to a School Test Coordinator. However, the District Test Coordinator is ultimately responsible for ensuring the appropriate and correct administration of AzM2 in all schools within the district or under the same charter. The District or School Test Coordinator will be referred to as the Test Coordinator in this manual. AzM2 tests are administered to students by Test Administrators. This document provides directions for the administration of the AzM2 (Grade 10) tests.

This document is divided into three main sections:

1. Overview of the AzM2 Test Administration
2. Computer-Based Testing (CBT) Scripted Directions for AzM2 (Grade 10)
3. Paper-Based Testing (PBT) Scripted Directions for AzM2 (Grade 10), including Special Accommodated Paper Version tests, for which student responses will be entered into the Data Entry Interface (DEI)

Students to be Tested

Arizona public school students in Grades 3–8 and Grade 10 (Cohort 2022) will participate in English Language Arts (ELA) and Math testing. All students must take the grade level ELA test and the grade level Math test, regardless of course enrollment.

New for Spring 2020, the requirements for testing have been revised to meet ADE's approved ESSA State Plan.

Students with significant cognitive disabilities whose current Individualized Education Program (IEP) designates them as eligible for the alternate assessment, the Multi-State Alternate Assessment (MSAA), are excluded from AzM2.

Test Administrators and Proctors (including adults entering student responses into DEI)

Test Administrators, proctors, and any adult who will have access to AzM2 tests must be employees of the school/district/charter. Proctors may be assigned to assist Test Administrators. AzM2 Test Administrators, Proctors, and any adult who will have access to AzM2 tests must be trained in proper test security and test administration procedures, must sign an Achievement

Test Security Agreement, must be thoroughly familiar with this document, and must follow the test administration procedures in this document, including following the scripted directions.

Test Administrator Responsibilities

Responsibilities of the Test Administrator include:

- Participating in training activities scheduled by the Test Coordinator;
- Signing and returning to the Test Coordinator the *Achievement Test Security Agreement*;
- Reviewing this document in advance of the testing dates;
- Adhering to test administration security procedures;
- Following the Test Administration Directions exactly as stated in this document;
- Reading aloud to the students the scripted directions exactly as stated in this document; and
- Requesting guidance from the Test Coordinator when unusual circumstances arise or when uncertain about proper procedures.

Additional responsibilities for Test Administrators at **CBT** schools include:

- Completing the annual Test Administrator Certification Course available on the "Test Coordinators" page of the AzM2 Portal;
- Confirming student accommodations or test settings in TIDE; and
- Approving AzM2 testing access to the appropriate students only.

Additional responsibilities for Test Administrators at **PBT** schools include:

- Receiving test materials from the Test Coordinator;
- Verifying the quantities of test materials received;
- Distributing and collecting all test materials on testing days;
- Completing the accommodations information on the back of the AzM2 test booklets for all students receiving accommodations; and
- Returning all test materials to the Test Coordinator.

Additional responsibilities for Test Administrators administering Special Paper Version tests (Braille, Large Print, and regular print tests) include:

- Receiving the Special Paper Version Test Kit from the Test Coordinator;
- Following all directions provided in the *Test Administration Directions Special Paper Version*;
- Verifying that the student's responses are entered into the Data Entry Interface (DEI) within the test window; and
- Returning all the test materials in the Special Paper Version Test Kit to the Test Coordinator.

Test Administration Schedule

The Test Coordinator is responsible for communicating the specific testing schedule to Test Administrators, Proctors, students, and parents/guardians. That testing schedule must comply with the guidance below:

For both Computer-Based and Paper-Based testing:

- A test session must be completed by the end of the regularly scheduled school day.
- Students should not participate in more than two testing sessions per day.
- When two test sessions are scheduled on the same day, there must be a significant break between sessions. Do not start a test session if there is not sufficient time to complete the test session by the end of the regularly scheduled school day.
- The Writing test session must be administered first.
- The Reading (2 parts) and Math (2 parts) test sessions can be administered in any order.
- AzM2 assessments are untimed.

For Computer-Based testing, students taking the same Grade 10 test within the same school are not required to test on the same day. For Paper-Based testing, students taking the same Grade 10 test within the same school must test on the same day.

Administering AzM2 tests on dates other than those shown without the written permission of the Assessment Section of the Arizona Department of Education (ADE) is a serious testing violation.

Students absent during the regularly scheduled test can continue to test with other students and make up missed tests prior to the close of the test window. Make-up tests, including Writing, can be given out of order.

Spring 2020 Computer-Based Testing and Data Entry Interface Windows for CBT Schools

Content Area	Grades/Test	First Day of Testing	Last Day of Testing (including DEI and make-up testing)
Writing (first test session)	Grades 3–8 & 10	March 30	April 10
Reading (2 test sessions)			April 24
Math (2 test sessions)			April 24
CBT schools must have student writing responses from SPV tests transferred into DEI by April 10. CBT schools must have student reading and math responses from SPV tests transferred into DEI by April 24.			

Spring 2020 Paper-Based Testing and Data Entry Interface Windows for PBT Schools

Content Area	Grades/Test	First Day of Testing	Last Day of Testing (including DEI and make-up testing)
ELA Writing (first test session)	Grades 3–8 & 10	March 30	April 8
ELA Reading (2 test sessions)			
Math (2 test sessions)			
PBT schools must have student responses from SPV tests transferred into DEI by April 8.			

Overview of the AzM2 Test Administration

Scheduling Test Sessions for Grades 3–8 and 10

2 or 3 Testing Days	Content Areas	Suggested Times
ELA Writing (first test session)	Writing*	60–90 minutes
ELA Reading (2 test sessions)	Reading, Part 1 Reading, Part 2	45–75 minutes 45–75 minutes
Math (2 test sessions)	Math, Part 1 Math, Part 2	60–85 minutes 60–85 minutes
Five test sessions must be administered for Grade 10. *ELA Writing must be administered first. ELA Reading Part 1 and Part 2 can be administered on separate days or on the same day. Math Part 1 and Part 2 can be administered on separate days or on the same day.		

Before AzM2 Test Administration

Test Security

All Test Administrators and Proctors must be trained in proper test security procedures, must sign an Achievement Test Security Agreement, and must adhere to test security procedures.

It is unethical and shall be viewed as a violation of test security for any person to:

- Log into a test session as a student unless assisting the student with log in procedures;
- Share their username/password for AzM2 systems (TIDE, ORS, TA Interface);
- Capture images of any part of the test via any electronic device;
- Duplicate in any way any part of the test;
- Examine, read, or review the content of any portion of the test;
- Disclose or allow to be disclosed the content of any portion of the test before, during, or after test administration;
- Discuss any AzM2 test item before, during, or after test administration;
- Allow students access to any test content prior to testing;
- Provide any reference sheets to students during the Math test administration;
- Allow students to share information during test administration;
- Read any parts of the test to students except as indicated in the *Test Administration Direction*s or as part of an accommodation;
- Influence students' responses by making any kind of gestures (for example, pointing to items, holding up fingers to signify item numbers or answer options) while students are taking the test;
- Instruct students to go back and reread/redo responses after they have finished their test since this instruction may only be given before the students take the test;
- Review students' responses;
- Change students' answer choices;

- Read or review students' scratch paper;
- Participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures.

Additional security violations for PBT testing include the following:

- Reading or reviewing any test booklet during or after testing;
- Changing any student response in a test booklet;
- Erasing any student's response in test booklet;
- Erasing any stray marks in test booklet; or
- Failing to return all test booklets and other test materials.

Test Administrators and Proctors may **not** assist students in answering questions. Test Administrators and Proctors may **not** translate, reword, or explain any test content. No test content may ever be discussed before, during, or after test administration.

Use of Unacceptable Resources

Students are not permitted to use resources on AzM2 tests that are not specifically identified in this manual or *The Arizona Accommodation Manual* posted on the ADE website at **www.azed. gov/assessment/accessibility**. The use of unacceptable resources during AzM2 testing is a test security violation and may result in the student's test being invalidated.

Test Administrators and Proctors should monitor students while testing. If students are observed using unacceptable resources, including but not limited to unacceptable reference materials, cell phones, or other electronic devices, the unacceptable resource must be removed, and your Test Coordinator must be contacted as soon as possible. Allow the student to continue testing once the unacceptable resource has been removed.

Personal electronic devices, including but not limited to cell phones, smart watches, and other electronic devices, are the single largest source of test security violations. As such, students are not permitted to have access to any personal electronic devices during AzM2 testing. Test Administrators should ask students to place all personal electronic devices in their backpacks and move their backpacks out of reach prior to starting AzM2 testing.

Testing Conditions, Tools, and Accommodations

All AzM2 Test Administrators are expected to read and follow the guidance in the *Arizona Accommodation Manual posted on the ADE website at* **www.azed.gov/assessment/ accessibility**. For AzM2 testing conditions, tools, and accommodations guidance for Spring 2020 assessments, refer to Section 2.

Universal Test Administration Conditions are specific testing situations and conditions that may be offered to any student in order to provide a comfortable and distraction-free testing environment. Computer-Based testing tools are available to all students participating in Computer-Based testing.

Subject-area tools are available to all students on certain portions of AzM2, both computer-based and Paper-Based. Certain accommodations are available to students with an injury, English language learner students, and students with a disability. Accommodations are

Overview of the AzM2 Test Administration

Overview of the AzM2 Test Administration

provisions made in how a student accesses the test and/or demonstrates learning that do not alter the validity of the test, score interpretation, reliability, or security of the test.

Providing unacceptable accommodations to students who may receive accommodations, providing accommodations to students who may not receive them, or failing to indicate that accommodations were provided are test administration errors. Test Administrators must know which students testing are eligible to receive accommodations and which accommodations are appropriate for each eligible student. Test Administrators must provide appropriate accommodations for eligible students and indicate which accommodations were provided to students per directions later in this manual. If accommodations were inappropriately provided to a student during a test session(s), a Test Impropriety needs to be submitted in TIDE for each testing session in which the student had the wrong accommodations.

Using the Data Entry Interface (DEI) for Accommodated Special Paper Version Test

The Data Entry Interface (DEI) is a component of the online testing system that must be used to transfer all responses for students using an Accommodated Special Paper Version of AzM2. This includes the writing response, multiple choice responses, and extended or open-ended responses produced by students using the Special Paper Version tests. Student responses must be transferred appropriately into a Computer-Based test using the Data Entry Interface per the *Test Administration Directions Special Paper Version*. Student responses not transferred into DEI will not be scored. No student responses in the Special Paper Version test booklets will be scored. The DEI can be accessed on the AzM2 Portal (**http://AzM2portal.org**).

User Roles in TIDE

Each Test Administrator must have the appropriate user role in the Test Information Distribution Engine (TIDE) provided by the Test Coordinator. Any adult who will be entering student responses into DEI for students who were administered a Special Paper Version test must also have an appropriate role.

Location for Testing

The location for testing must be determined prior to testing. AzM2 tests are to be administered at Arizona schools. Students must be tested in a physical building designated as a testing site by the school. AzM2 tests may be administered in a home or hospital setting for a single student. AzM2 tests cannot be administered outside the state of Arizona.

Preparing the Room for Testing

For both CBT and PBT, the testing room should be prepared for the test administration prior to the testing date.

- Each testing room should have a "Testing – Do Not Disturb" sign on its door.
- Good lighting, ventilation, and freedom from distracting noises and interruptions are important for student performance.
- Visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.

- Any motivational signs for testing must be removed or covered completely.
- Arrange student seating so that students cannot easily see the computer screens or test booklets of others and so that the Test Administrator(s) and Proctor(s) can walk by each student.
- Students' desks and tables should be cleared of backpacks and unnecessary materials prior to the beginning of the test session.

Test Administration Materials

Test materials that must be supplied by schools for testing rooms include:

- Electronic or paper copy of this manual, *Spring 2020 AzM2 Test Administration Directions Grade 10* for each Test Administrator. Proctors may also have an electronic or paper copy of this manual.
- "Testing – Do Not Disturb" signs
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks

Additional Guidance for Computer-Based (CBT) Schools

- Test Administrators in CBT schools must also have access to the *Test Administrator User Guide*, which can be found on the AzM2 Portal (**AzM2portal.org/resources**).
- Each Test Administrator must have access to a device (computer, tablet, or smart phone) during testing to manage the CBT session.
- Each student must have a computer or other approved device with the Secure Browser installed. Each student must also have working headphones, keyboard, and mouse for testing.
- Student testing tickets, which provide the information students need when signing into the Secure Browser to test, should be printed and cut in advance of testing sessions.
- Students at CBT schools are provided all other tools and resources needed for AzM2 testing within the AzM2 testing platform.
- It is expected that all students take the Sample Test to familiarize themselves with the testing tools, resources, and platform prior to the day of testing.

Additional Guidance for Paper-Based (PBT) Schools

- AzM2 has no answer documents. Students at PBT schools will receive a scorable AzM2 test booklet and a Pre-ID label for each applicable AzM2 test.
- PBT schools must provide commercially published paper dictionaries and commercially published paper thesauruses for use on ELA Writing **only**. Several copies of each of these items must be available in each testing room.
- PBT schools must also provide an appropriate calculator for every student participating in an AzM2 Grade 10 Math test.

Overview of the AzM2 Test Administration

- It is expected that students are familiar with the item types and responses described in the *Guide to the Sample Test* document found on the AzM2 Portal.
- No other resources may be provided to students for PBT testing.

AzM2 Calculator Policy

Calculators are permitted on AzM2 Grade 10 Math tests. The table below lists the types of calculators permitted. On tests where calculators are permitted, it is ideal for a student to use the recommended acceptable calculator. If the recommended calculator is not available, students may use a calculator with less functionality.

AzM2 Calculators

Test/Grade	Calculator Policy
Grade 10 Math	Graphing calculators permitted on AzM2 Grade 10 Math Part 1 and Part 2.
	No calculators with Computer Algebra System (CAS) features are allowed. Calculators may **NOT** be capable of communication with other calculators through infrared sensors. **NO** instruction or formula cards or other information regarding the operation of calculators such as operating manuals are permitted. The memory of any calculator with programming capability must be cleared, reset, or disabled when students enter the testing room. If the memory of any calculator is password protected and cannot be cleared or reset, the calculator may **NOT** be used.
	Sample acceptable calculators: TI–84 Plus, Casio FX–9750GII, or similar.

Additional Calculator Guidance

The online calculators available for the Computer-Based assessment are available for practice use by looking in the Key Documents at **AzM2portal.org/tutorials**.

- For Grade 10 tests only, an online version of the scientific and graphing calculators will be available in the Secure Browser for students taking the Paper-Based version of the test. Students will not need to sign into select the online calculator.
- No laptop, tablet, or phone-based calculators are allowed to be used during the AzM2 assessment unless they are used to access the AzM2 Secure Browser.

The applicable portion of the Computer-Based assessment will include the acceptable online version of an approved calculator. Providing handheld calculators is not a requirement for schools choosing the Computer-Based assessment. However, students may use an acceptable handheld calculator in addition to, or instead of, the online calculator.

Students are not allowed to share calculators during a test session.

Preparing for Computer-Based Testing

AzM2 Sample Tests

Students should take the AzM2 Sample Test prior to taking any AzM2 test sessions. Although it is not a scored test, students will become acquainted with the online tools, navigation features, and item types while taking the AzM2 Sample Test.

Prior to testing, Test Administrators should ensure the following:

- They have an electronic or paper copy of the *AzM2 Test Administration Directions* and are familiar with testing procedures.

- They have an electronic or paper copy of the *AzM2 Test Administrator (TA) User Guide*.
- They have an appropriate user role in the Test Information Distribution Engine (TIDE) provided by the Test Coordinator.
- They have completed and passed the Test Administrator Certification Course in TIDE.
- All testing devices (and headphones, keyboards, mice) are in working order.
- The AzM2 Secure Browser has been downloaded and installed on all devices.

AzM2 Secure Browser Icon

Before students arrive to take an AzM2 CBT, the Test Administrator should close all programs on each testing device and then launch the Secure Browser by clicking the AzM2 Secure Browser icon.

Each device being used must have the required headphone, keyboard, and mouse that will be needed for testing.

The student sign-in screen should be showing when students enter the room to take the test. In the event of technical difficulties with the Secure Browser, contact your Test Coordinator.

Test Settings and Accommodations

Students who require specific test settings or testing accommodations must have those set before the test session. Those with a TIDE user role of District Test Coordinator, District Administrator, or School Test Coordinator can change all test settings and accommodations in TIDE any time prior to testing. Those with a Test Administrator or School Teacher user role will be able to change test setting and accommodations in the Test Administrator (TA) Interface prior to approving the student for a CBT session. Information on how to add and update accommodations can be found in both the *TIDE* and *Test Administrator (TA) User Guides*.

Testing Tickets

Testing tickets are an optional resource available in TIDE. Testing tickets contain the information that a student will need to sign into the Secure Browser to test.

The Test Coordinator or the Test Administrator may print testing tickets from TIDE. Please refer to the "Working with Student Information" section of the *TIDE User Guide* for instructions on how to print testing tickets for students. Testing tickets will generate in a PDF and default to display 10 tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed.

Overview of the AzM2 Test Administration

Overview of the AzM2 Test Administration

Sample Testing Ticket

> **TEST TICKET**
>
> **DEMO DISTRICT 1 (9999)**
>
> **SCHOOL 2 9999 (9991)**
>
> **LAST NAME: Abraham**
>
> **FIRST NAME: Joe**   **GRADE: 10**
>
> **DOB: 03/25/2000**   **ID: 99999106**

Preparing for Paper-Based Testing

Test Administrators should ensure the following:

- They have a copy of the AzM2 *Test Administration Directions* and are familiar with testing procedures.

- They check out test materials from the Test Coordinator at the beginning of each day of testing, including:

  - AzM2 Test Booklets;
  - Student Pre-ID labels; and
  - Dictionaries, thesauruses, or calculators for appropriate test being administered.

- Student Pre-ID labels are to be affixed to test booklets **before** testing.

  - If the Student Pre-ID labels were not affixed to test booklets before being provided to the Test Administrator, the Test Administrator must affix the Student Pre-ID labels to the test booklets before passing out the test booklets to students.

  - If any student expected to test on AzM2 is missing a Student Pre-ID label or the label is incorrect, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzM2 test.

  - Students should not be permitted to test without a Pre-ID label or with an incorrect label.

Sample Pre-ID Label

> **AZMERIT Spring 2020**
>
> **COLEMAN, MEGAN O**
> **DIST/SCH: 99999991**
> **VERDE CANYON HIGH SCHOOL**
> **ID: 99999182**   **GRADE: 06**   **DOB: 08/24/2002**
>
> 20150119 0005098   6

- AzM2 test booklets are secure documents. While in the possession of the Test Coordinator and Test Administrator, test booklets must be kept in secure, locked storage except during actual test administration times.

- Test Administrators will return all test materials to the Test Coordinator at the end of each day of testing.

During AzM2 Test Administration

AzM2 is a standardized test. Test Administrators must have an electronic or paper copy of this document. The Test Administrator must follow the directions exactly as stated in this document.

The scripted directions are formatted to guide the Test Administrator through either the Computer-Based or Paper-Based test administration of each content area and to help ensure proper testing procedures. Please review the directions in advance to become familiar with the scripted text and testing procedures. Read aloud to students only what is marked with a "**SAY**" and printed in the boxes.

Breaks During Test Session

- Individual students are allowed to use the restroom. Students must pause their test prior to leaving the room. Students must also fill out the classroom sign in/out log for restroom breaks when leaving and returning to the room.

- Stretch breaks are allowed on an individual student basis, as needed. Students may not talk, use their cell phones, or leave the room during their stretch break.

- Group or class stretch breaks are not allowed. Students cannot be stopped from testing by the Test Administrator for a stretch break.

- Significant breaks (individual or group) are not allowed. Once a class leaves the testing room, the test session will be over. This would exclude any emergency or other unusual situation that occurs during testing.

Field Test Items and Vertical Alignment Items

In addition to grade-level test items, the Reading and Math tests will include a few field test and vertical alignment items. AzM2 reports student test scores on a vertical scale which allows the monitoring of academic growth over time. Students are encouraged to attempt all items and do their best on all items. These items are not used for students' scores or used to measure student growth.

CBT Administration

The Test Administrator needs a device (computer, tablet, or smart phone) to manage the CBT session. Test Administrator directions for administering a Computer-Based test are outlined in the *AzM2 Test Administrator (TA) User Guide* found on the AzM2 Portal (**AzM2portal.org/resources**).

PBT Administration Precautions

- Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students can use a No. 2 pencil for annotations or underlining.

- Do not allow students to use correction fluid on the scorable test booklets.
- Do not allow students to make any marks near the timing marks on the edges of the scorable test booklets.
- Do not allow students to use extra paper or ink to write their ELA Writing test responses. Only responses that are written in pencil on the pages designated "Final Copy" will be scored.
- Do not use "sticky" notes, paperclips, tape, staples, or glue on the scorable test booklets.
- Do not insert loose papers into the scorable test booklets.
- Do not tape or glue additional paper into the scorable test booklets.
- Do not photocopy the test booklets.
- Do not disassemble or pull pages from the test booklets.
- Do not erase any stray marks, duplicate responses, or any other student-created response from a student test booklet.

Monitoring Testing

During the administration of AzM2, Test Administrators and Proctors must supervise the testing room at all times. Test Administrators and Proctors should move continuously about the room in an unobtrusive manner to ensure that students are using only appropriate testing materials and resources and to check that students are progressing through the test. Students should be allowed to work at their own pace.

Test Administrators and Proctors may answer student questions about test directions. Test Administrators and Proctors may not answer student questions about test content.

Monitor Test Status – CBT Testing

Test Administrators can monitor test sessions in TIDE. Test Administrators can view student status and pause students' tests.

Disruptive Students

Students who disrupt testing, refuse to participate, receive help from others, or otherwise engage in behavior not consistent with acceptable classroom behavior should be removed from the testing room as soon as possible to allow other students to continue to test undisturbed. Whenever possible, the disruptive student should be allowed to continue testing in a different location and be subject to the disciplinary procedures established by the school for such occurrences after completion of testing. If the student is believed to have participated in cheating, contact your Test Coordinator for guidance. The Arizona Department of Education recommends that the student's parents or guardians receive written notification of the disruptive incident and its consequences.

Students Who Leave the Room During Testing

Students should remain in the testing room during the entire scheduled test session. However, students may be allowed to go to the restroom, if necessary, during testing. Only one student may leave at a time. Students must also fill out the classroom sign in/out log for restroom breaks when leaving and returning to the room.

- **For CBT testing:** The student must pause his or her test before leaving the room. The student will be required to sign into his or her test when he or she returns to the room, and the Test Administrator will need to approve the student again.

- **For PBT testing:** The student's test materials must be collected by the Test Administrator before the student leaves the room and then given back to the student upon returning to the room.

Students may not take cell phones or any other electronic devices when going to the restroom.

Students Who Leave School During Testing

Students who need to leave school before completing a particular test session of AzM2, including those students who leave due to illness, are ineligible to continue the test for that test session. The Test Administrator should inform the student that he or she will **not** be permitted to finish that session when the student returns to school.

- **For CBT testing:** The student must submit his or her test before leaving the room. If student is unable to submit the test, the Test Administrator may pause the test for that student and the test will automatically be submitted for scoring at the end of the testing day.

- **For PBT testing:** Collect the student's test booklet and dismiss the student from the testing room. The student's test booklet is to be returned to the Test Coordinator at the end of the testing day with the other test materials.

If the student returns to school during the testing window, he or she may continue testing on any test session(s) that have not yet been started.

Troubleshooting Guidance During CBT Testing

The following are common issues that arise during CBT testing and how to resolve the issue.

- **Student unable to log in –** Student must type his or her name and SSID exactly as listed in TIDE. Student must have appropriate test eligibility in TIDE.

- **Student in "Pause" status –** Student must log back into TDS on the same day, and the Test Administrator must approve the student for testing. If student shows "Pause" status at the end of the day, the test will be automatically submitted. Student cannot go back and complete testing on another test day.

- **Student in "Submitted" status –** Student has completed the test session.

- **Student in "Reported" status –** Student has completed the test session.

- **Test Administrator approved student for the wrong test –** (example: Reading Part 2 instead of Reading Part 1). Once a student has been approved to test and the student starts testing, the student must continue to test in that test session. The test session must be completed the day the student starts to test.

- **"Student not eligible to test" –** Test session not opened for an approved test that the student is eligible to take, or the test session has been closed.

- **Test session closed –** The test session may close due to the Test Administrator closing the test session, the Test Administrator losing connectivity, or the test session expiring. The Test Administrator must reopen a new test session. Any student in "Pause" status must log back in and continue to test.

Overview of the AzM2 Test Administration

- **Accommodations not marked in TIDE –** Student must select "No" when signing into test to verify if all information is correct. Test accommodations must be added or updated in TIDE.

- **Student starts test and accommodations are not correct –** Student must "Pause" test, accommodations must be updated in TIDE, and students must log back into a new test session and verify/select accommodations.

For any issues that prevent students from continuing to test, the Test Administrator must notify the District Test Coordinator on the same day. All Test Improprieties must be submitted by the District Test Coordinator on the day of the occurrence.

After AzM2 Test Administration

Students Who Need Additional Test 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. Students cannot leave for a break until their test session is complete; however, students can have lunch brought to them, if necessary.

For CBT testing:

- If a student continues working on the current computer, he or she can continue to test.

- If a student must be moved to another computer or room, he or she must pause his or her test session before moving to another computer or room. The Test Administrator may have to start a new 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.

Ending CBT Testing

When a student has finished testing, Test Administrators should verify that the student has submitted his or her test and then collect any scratch paper. Test Administrators can verify that a test has been submitted by checking the Student Status column in the Test Administrator (TA) Interface for a status of "Submitted." Refer to the *Test Administrator User Guide* for more details on the statuses that appear in the TA Interface.

Once a student has submitted his or her test and returned any scratch paper, he or she may read or do classwork silently while waiting for the scheduled test session to end. Students may not use the computer or have access to their cell phones or other electronic devices until the end of the test session.

Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper. Follow the directions of your Test Coordinator regarding the return or disposal of this manual.

Marking Non-Embedded Test Accommodations

For students who received non-embedded accommodations that were not previously indicated, the Test Administrator who witnessed the use of the testing accommodations(s) or who actually provided the testing accommodation(s) must provide this information to the School Test Coordinator to update in TIDE.

Ending PBT Testing

When a student has finished testing, Test Administrators should collect the student's test booklet and any scratch paper. Confirm that the student's handwritten name is on the test booklet cover and matches the name on the Student Pre-ID label. Once a student has returned his or her test booklet and any scratch paper, he or she may read or do classwork silently while waiting for the scheduled test session to end.

Students may not have access to their cell phones or other electronic devices until the end of the test session.

Once students have completed testing and turned in their test booklets, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.

Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper. Follow the directions of your Test Coordinator regarding the return or disposal of this manual.

Marking Testing Accommodations

For students who received testing accommodations, the Test Administrator or Proctor who witnessed the use of the testing accommodation(s) or who actually provided the testing accommodation(s) must mark the accommodation(s) used in Box 1 on the back of the student's test booklet. Mark the appropriate bubble using a No. 2 pencil for every accommodation the student used for that particular AzM2 test.

Box 1 Accommodations

1 Accommodations
○ Adult Transcription
○ Assistive Technology
○ Read Aloud Test Content
○ Sign Test Content
○ Simplified Directions
○ Translate Directions
○ Translation Dictionary

Special Paper Version Tests

All students who tested using a Special Paper Version (Braille and Large Print) or students at CBT schools who used an accommodated regular print version of the test booklet must have their responses **transferred to the Data Entry Interface (DEI)** following the procedures in the relevant *Test Administration Directions Special Paper Version*.

Overview of the AzM2 Test Administration

Overview of the AzM2 Test Administration

Returning Test Materials to the Test Coordinator

All AzM2 test booklets are to be returned to the Test Coordinator at the end of each testing day. Test Administrators should arrange the test booklets facing up. Paperclips or rubber bands must not be used to bind these materials as this may damage their edges.

All scratch paper is to be securely destroyed based on district/charter guidance.

Section 2. Computer-Based Testing (CBT) Scripted Directions for AzM2 (Grade 10)

Prior to opening a test session, verify that all students have appropriate accommodations marked in TIDE. Prior to approving students, verify that all appropriate accommodations are selected on the approval screen.

Materials required to administer CBT tests:

Test Administrators can use either electronic or paper version copies of all manuals and User Guides.

- *Test Administration Directions Grade 10*
- *Test Administrator (TA) User Guide*
  - Starting Sessions
  - Approving Students for Testing
  - Monitoring Student Progress
  - Pausing and/or Stopping a Test Session
- *TIDE User Guide*
  - Viewing and Editing Students
  - Printing Test Tickets
- A "Testing—Do Not Disturb" sign.
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply or sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks
- Device (computer, tablet, or smart phone) for Test Administrator to manage the CBT session
- Student testing tickets

All CBT Test Administrators must refer to the *Test Administrator User Guide* found on the AzM2 Portal (**AzM2portal.org/resources**) for step-by-step instructions on the various tasks necessary to correctly administer the Computer-Based test.

The Test Coordinator or the Test Administrator may print testing tickets from TIDE. Please refer to the "Working with Student Information" section of the *TIDE User Guide* for instructions on how to print testing tickets for students. Testing tickets will generate in a PDF and default to display 10 tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed. If testing tickets are used, distribute them at the beginning of the test session.

CBT Scripted Directions (Grade 10)

Secure Browser

Launch the AzM2 Secure Browser on each device being used for student testing.

On the Test Administrator's device, click and log into the "Administer Spring 2020 AzM2 Tests" card on the AzM2 portal. This will launch the Test Administrator (TA) Interface. In the TA Interface, open a test session that includes each of the tests you are administering in this session. Write the Session ID clearly on the board or somewhere else where students will be able to see it. Students must enter the Session ID exactly as it is written.

Note: Session IDs time out. A new test session must be started for each group of students testing.

Monitor Test Progress

Test Administrators can monitor Students' Testing Progress in the Test Session. Test Administrators can view student progress, verify test settings, and see if a student paused a test.

Special Paper Version Tests

Test Administration Directions Special Paper Version are included in the appropriate Special Paper Version Test Kit (Braille, Large Print, regular print test booklet). *Test Administration Directions Special Paper Version* include directions for entering student responses into the Data Entry Interface (DEI).

Overview Grade 10 ELA and Math Tests

The AzM2 Grade 10 ELA test consists of 3 test sessions: Writing, Reading Part 1, and Reading Part 2.

The Writing test must be administered first. During the Writing test, students will have access to an embedded Dictionary and Thesaurus tool.

The AzM2 Grade 10 Math test consists of 2 test sessions; Math Part 1 and Math Part 2.

Students may use scratch paper during all Writing, Reading, and Math test sessions.

Students will have access to an embedded calculator for appropriate test sessions. Refer to the AzM2 Calculator Policy on page 8 for guidance on calculators for testing. **Math Reference Sheets are prohibited.**

First Test Session–ELA Writing Test

Prior to opening a test session, verify that all students have appropriate accommodations marked in TIDE. Prior to approving students, verify that all appropriate accommodations are selected on the approval screen.

The AzM2 ELA Writing test is administered in one test session.

- Launch the AzM2 Secure Browser on each device being used for student testing.
- Write the Session ID clearly on the board or somewhere else where students will be able to see it.

- Distribute testing tickets (if using).
- Distribute scratch paper (if using).

Students may use scratch paper to prepare their response, but their responses must be typed in the test's response space. Students will have access to basic formatting tools for their writing, as well as an embedded Dictionary and Thesaurus tool. Students may also have access to an approved commercially published paper version dictionary and thesaurus (optional).

Computer-Based Testing Scripted Directions for Day 1 ELA Writing Test

SAY	Today you will be taking ELA Writing, a portion of Arizona's Statewide Achievement Assessment, AzM2.
	Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer. Cell phones, smart watches, or any other electronic devices are not permitted during the entire test session. Any student who has any prohibited personal electronic device in his or her possession during this test session **may** have his or her Writing test invalidated. If you have a device with you, please put it in your backpack now.
	If you have a question or need help during the test, raise your hand, and I will come to you. Remember that you have a "Help" button on your screen during testing that shows you how to use some of the testing features.
	The Writing test is not a timed test. If you have not completed the Writing test at the end of the test session, you will be allowed to continue working. However, you must complete this Writing test by the end of today's school day.
	Are there any questions?

Answer any questions.

SAY	Today's Writing test has one prompt and one or more passages for you to read and respond to.
	There is also a *Writing Guide* that provides the expectations for your response. You may use the Dictionary/Thesaurus tool in your test as well.
	You may use scratch paper to plan your response and write a rough draft if you choose. When you have finished planning your response, you must type your final response on the computer. Remember that your work must address the writing prompt and passages.
	Are there any questions?

Answer any questions.

SAY	You will now sign into the test. On the sign-in screen on your computer, enter your legal first name (not your nickname), your SSID, and the Session ID that I have written on the board. Click "Sign In."

Note: If you provided students with testing tickets, the student's legal name and SSID are provided for the student's reference.

CBT Scripted Directions (Grade 10)

If a student is unable to sign in, he or she will be prompted to try again or contact the Test Administrator. Be sure that the student has entered his or her legal first name, not a nickname, has entered the correct SSID, and has entered the correct Session ID. The Test Administrator can look up the student's information using the Student Lookup function on the TA Interface.

Test Administrators may assist students with signing in, if necessary.

SAY	Once you have signed in, the screen will display your legal first name, last name, SSID, grade, birth date, and school. If all the information on your screen is correct, select "Yes" to continue.
	If any of the information is incorrect, please raise your hand, and I will help you.

Note: If the student's grade is incorrect, the student may continue to test.

Note: If a student's accommodations are not showing properly on the screen, do not approve the student to test.

If any student information is incorrect, the student **must not** proceed with testing. The student should click "No." Student information must be updated in TIDE prior to testing. There can be up to a 24-hour delay between TIDE and the Test Delivery System (TDS) to display the updated student information in the TDS. Once the change has been made in TIDE, the student can continue to test even if the prior information is still showing.

Verify that all students are signed in.

SAY	Now select the ELA Writing Test and then you will see the "Waiting for Approval" page. You should wait for your test to be approved. I will approve your tests now.

In the TA Interface, you will see an "Approvals" box in the upper-right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator. Once approved, students will be taken to the "Audio/Video Checks" page.

Verify appropriate accommodations are set before approving students.

You may review and edit student test settings during the approval process. All accommodations and settings can be updated in the TA Interface. To confirm the settings and approve the student for testing, click "Set & Approve." To deny students access to testing, click "Deny" for the student.

Once all students are signed into the test session approved to begin testing:

SAY	You should now see the "Audio/ Video Checks" page. When I tell you to begin, you will click the speaking icon to hear the voice in the "Text-to-Speech Check" panel. If you can hear the voice clearly, you will click "I heard the voice." If you do not hear the voice or if it is not clear, adjust the settings using the sliders and click the speaker icon again. If you still cannot hear the voice clearly, click "I did not hear the voice" and raise your hand. Now put on your headphones and begin the Audio/Video Check. Remove your headphones when you have completed the check.

Note: All students will see the "Text-to-Speech Check" panel since all students can use Text-to-Speech for the "Test Instructions and Help" page.

Assist any students who are unable to hear the audio.

- Check to make sure the headphones are securely plugged into the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted.

If audio issues cannot be resolved, move the student to another computer with working audio. Headphones should be worn throughout testing for students to have access to text-to-speech. In certain circumstances, including discomfort, students may remove headphones for short periods of time.

SAY	On the next page, you will be able to read the *Help Guide* and review your Test Settings. The *Help Guide* lists what test tools are available and how to navigate through the test. The Test Settings lists the settings for your test.
	Do not click the "Begin Now" button until I tell you to do so.
	When you have finished your Writing test, be sure to reread your response and make any necessary edits. When you are satisfied with your final response, click "End Test." Once you click "End Test," you will have a chance to go back and review your response. If you are satisfied with your response, click the "Submit Test" button. Once you click the "Submit Test" button, you will NOT be able to return to your response.
	You must remain silent until the end of the test session.
	Are there any questions before we begin?

Answer any questions.

Note: Once the student clicks the "Submit Test" button, the student's test opportunity will end and the student will not be able to continue to test. Writing tests cannot be reopened once the student clicks "Submit Test."

SAY	Put your headphones on. When you are ready to begin your test, click "Begin Test Now."

While students are taking the Writing test, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As students are testing, monitor students test progress in the Your Test Session table. As each student finishes the test, collect the student's scratch paper. Do not allow students to use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test session.

CBT Scripted Directions (Grade 10)

When the test session ends:

SAY	The test session is now over. If you have not finished testing, you will be allowed to continue working, but click "Pause your test" at this time.
	If you have finished testing, clicked "End Test", and reviewed your answers, but have not yet clicked "Submit Test", you may click "Submit Test" now.
	This ends the test session.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have their test in "Pause" status. Verify that all other students have submitted their test.

Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.

Collect the test tickets that were distributed to students. Save in a secure location to be used for other test sessions. After students have completed all test sessions, securely destroy.

Collect any scratch paper. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

If all students have completed testing in the test session, click the red "Stop" button in the top banner of the Test Administrator (TA) Interface. This will end the test session. Next, click "Log Out" in the upper-right corner of the TA Interface.

Day 2 and/or Day 3–ELA Reading Test (Parts 1 and 2)

Prior to opening a test session, verify that all students have appropriate accommodations marked in TIDE. Prior to approving students, verify that all appropriate accommodations are selected on the approval screen.

The AzM2 ELA Reading test is administered in two parts, one test session for each part.

- Launch the AzM2 Secure Browser on each device being used for student testing.
- Write the Session ID clearly on the board or somewhere else where students will be able to see it.
- Distribute testing tickets (if using).
- Distribute scratch paper (if using).

Students may use scratch paper during the Reading test. **The use of a dictionary or thesaurus is prohibited on both reading parts. No test direction or item may be read aloud to students.**

Computer-Based Testing Scripted Directions for Day 2 and/or Day 3 ELA Reading (Part 1 or 2)

SAY	Today you will be taking ELA Reading Part [1 or 2], a portion of Arizona's Statewide Achievement Assessment, AzM2.
	Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer. Cell phones, smart watches, or any other electronic devices are not permitted during the entire test session. Any student who has any prohibited personal electronic device in his or her possession during this test session **may** have his or her Reading test invalidated. If you have a device with you, put it in your backpack now.
	If you have a question or need help during the test, raise your hand, and I will come to you. Remember that you have a "Help" button on your screen during testing that shows you how to use some of the testing features.
	Today's Reading test contains several passages and questions about those passages. Some of the items may be challenging or unfamiliar to you. Do your best on all items. You may use scratch paper, but you need to record your answer on the computer.
	The Reading test is not a timed test. If you have not completed this part of the test at the end of this test session, you will be allowed to continue working. However, you must complete this part of the test by the end of today's school day.
	Are there any questions?

Answer any questions.

Note: Students may see field test and vertical alignment items (see page 11).

CBT Scripted Directions (Grade 10)

SAY	You will now sign into the test. On the sign-in screen on your computer, enter your legal first name (not your nickname), your SSID, and the Session ID that I have written on the board. Click "Sign In."

Note: If you provided students with testing tickets, the student's legal name and SSID are provided for the student's reference.

If a student is unable to sign in, he or she will be prompted to try again or contact the Test Administrator. Be sure that the student has entered his or her legal first name, not a nickname, has entered the correct SSID, and has entered the correct Session ID. The Test Administrator can look up the student's information using the Student Lookup function on the TA Interface.

Test Administrators may assist students with signing in, if necessary.

SAY	Once you have signed in, the screen will display your legal first name, last name, SSID, grade, birth date, and school. If all the information on your screen is correct, select "Yes" to continue. If any of the information is incorrect, please raise your hand, and I will help you.

Note: If the student's grade is incorrect, the student may continue to test.

Note: If student's accommodations are not showing properly on the screen, do not approve the student to test.

If any other student information is incorrect, the student **must not** proceed with testing. The student should click "No". Student information must be updated in TIDE prior to testing. There can be up to a 24-hour delay between TIDE and the Test Delivery System (TDS) to display the updated student information in the TDS. Once the change has been made in TIDE, the student can continue to test even if the prior information is still showing.

Verify that all students are signed in.

SAY	Now select the ELA Reading test (Part 1 or Part 2) you will be taking today and then you will see the "Waiting for Approval" page. I will approve your tests now.

In the TA Interface, you will see an "Approvals" box in the upper-right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator. Once approved, students will be taken to the "Audio/Video Checks" page.

Verify appropriate accommodations are set before approving students.

You may review and edit student test settings during the approval process. All accommodations and settings can be updated in the TA Interface. To confirm the settings and approve the student for testing, click "Set & Approve." To deny students access to testing, click "Deny" for the student.

Once all students are signed into the test session and approved to begin testing:

SAY	You should now see the "Audio/Video Checks" page. When I tell you to begin, you will click "I could play the video and sound" in the "Sound and Video Playback Check" panel. You will also click the speaking icon to hear the voice in the "Text-to-Speech Check" panel. If you can hear the voice clearly, you will click "I heard the voice." If you do not hear the voice or if it is not clear, adjust the settings using the sliders and click the speaker icon again. If you still cannot hear the voice clearly, click "I did not hear the voice" and raise your hand. Now put on your headphones and begin the Audio/Video Check. Remove your headphones when you have completed the check.

Note: All students will see both the "Text-to-Speech Check" and "Sound Check" panels since all students can use Text-to-Speech for the "Test Instructions and Help" page, and all students will encounter listening passages.

Assist any students who are unable to hear the audio.

- Check to make sure the headphones are securely plugged into the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted.

If audio issues cannot be resolved, move the student to another computer with working audio. Headphones should be worn throughout testing for students to have access to text-to-speech. In certain circumstances, including discomfort, students may remove headphones for short periods of time.

SAY	On the next page, you will be able to read the *Help Guide* and review your Test Settings. The *Help Guide* lists what test tools are available and how to navigate through the test. The Test Settings lists the settings for your test.
	Do not click the "Begin Now" button until I tell you to do so.
	When you have finished your ELA Reading test, click "End Test." Once you click "End Test," you will have a chance to go back and review your answers. If you are satisfied with your answers, click the "Submit Test" button. Once you click the "Submit Test" button, you will **NOT** be able to return to your answers.
	You must remain silent until the end of the test session.
	Are there any questions before we begin?

Answer any questions.

Note: Once the student clicks the "Submit Test" button, the student's test opportunity will end and the student will not be able to continue to test. Writing tests cannot be reopened once the student clicks "Submit Test."

SAY	Put your headphones on and click "Continue" and on the next page, when you are ready to begin your test, click "Begin Test Now."

CBT Scripted Directions (Grade 10)

While students are taking the Reading test, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As students are testing, monitor students test progress in the Your Test Session table. As each student finishes the test, collect the student's scratch paper. Do not allow students to use electronic devices, including cell phones, until all materials have been collected and all students are signed out of the test session.

When the test session ends:

SAY	The test session is now over. If you have not finished testing, you will be allowed to continue working, but click "Pause your test" at this time.
	If you have finished testing, clicked "End Test", and reviewed your answers but have not yet clicked "Submit Test", you may click "Submit Test" now.
	This ends the test session.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have their test in "Pause" status. Verify that all other students have submitted their test.

Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.

If all students have completed testing in the test session, click the red "Stop" button in the top banner of the TA Interface. This will end the test session. Next, click "Log Out" in the upper-right corner of the TA Interface.

Day 1 and/or Day 2–Math Test (Parts 1 and 2)

Prior to opening a test session, verify that all students have appropriate accommodations marked in TIDE. Prior to approving students, verify that all appropriate accommodations are selected on the approval screen.

The AzM2 Math test is administered in two parts, one test session for each part.

- Launch the AzM2 Secure Browser on each device being used for student testing.
- Write the Session ID clearly on the board or somewhere else where students will be able to see it.
- Distribute testing tickets (if using).
- Distribute scratch paper. Math Reference Sheets are prohibited.

Students may use scratch paper, but the students' responses must be recorded on the computer. While there is a calculator provided online for Computer-Based testing, students may use a physical handheld calculator. If handheld calculators are being used, make sure that they have been appropriately configured for testing as specified in the AzM2 Calculator Policy. Refer to the **AzM2 Calculator Policy** for guidance on calculators for testing.

Computer-Based Testing Scripted Directions for Day 1 and/or Day 2 Math (Part 1 or 2)

SAY	Today you will be taking Math Part [1 or 2], a portion of Arizona's Statewide Achievement Assessment, AzM2.
	Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer. Approved calculators are allowed during the test. Cell phones, smart watches, or any other electronic devices are not permitted during the entire test session. Any student who has any prohibited personal electronic device in his or her possession during this test session **may** have his or her Math test invalidated. If you have a device with you, please put it in your backpack now.
	If you have a question or need help during the test, raise your hand, and I will come to you. Remember that you have a "Help" button on your screen during testing that shows you how to use some of the testing features.
	Some of the items may be challenging or unfamiliar to you. Do your best on all items. You may use scratch paper, but you need to record your answer on the computer.
	The Math test is not a timed test. If you have not completed this part of the test at the end of the test session, you will be allowed to continue working. However, you must complete this part of the test by the end of today's school day.
	Are there any questions?

Answer any questions.

Note: Students may see field test and vertical alignment items (see page 11).

SAY	You will now sign into the test. On the sign-in screen on your computer, enter your legal first name (not your nickname), your SSID, and the Session ID I have written on the board.
	Click "Sign In."

Note: If you provided students with testing tickets, the student's legal name and SSID are provided for the student's reference.

If a student is unable to sign in, he or she will be prompted to try again or contact the Test Administrator. Be sure that the student has entered his or her legal first name, not a nickname, has entered the correct SSID, and has entered the correct Session ID. The Test Administrator can look up the student's information using the Student Lookup function on the TA Interface.

Test Administrators may assist students with signing in, if necessary.

SAY	Once you have signed in, the screen will display your legal first name, last name, SSID, grade, birth date, and school. If all the information on your screen is correct, select "Yes" to continue. If any of the information is incorrect, please raise your hand, and I will help you.

Note: If the student's grade is incorrect, the student may continue to test.

Note: If the student's accommodations are not showing properly on the screen, do not approve the student to test.

If any student information is incorrect, the student **must not** proceed with testing. The student should click "No." Student information must be updated in TIDE prior to testing. There can be up to a 24-hour delay between TIDE and the Test Delivery System (TDS) to display the updated student information in the TDS. Once the change has been made in TIDE, the student can continue to test even if the prior information is still showing.

Verify that all students are signed in.

SAY	Now select the Math test (Part 1 or Part 2) you will be taking today and then you will see the "Waiting for Approval" page. You should wait for your test to be approved. I will approve your tests now.

In the TA Interface, you will see an "Approvals" box in the upper-right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator. Once approved, students will be taken to the "Audio/Video Checks" page.

Verify appropriate accommodations are set before approving students.

You may review and edit student test settings during the approval process. All accommodations and settings can be updated in the TA Interface. To confirm the settings and approve the student for testing, click "Set & Approve." To deny students access to testing, click "Deny" for the student.

Once all students are signed into the test session and approved to begin testing:

SAY	You should now see the "Audio/ Video Checks" page. When I tell you to begin, you will click the speaking icon to hear the voice in the "Text-to-Speech Check" panel. If you can hear the voice clearly, you will click "I heard the voice." If you do not hear the voice or if it is not clear, adjust the settings using the sliders and click the speaker icon again. If you still cannot hear the voice clearly, click "I did not hear the voice" and raise your hand. Now put on your headphones and begin the Audio/Video Check. Remove your headphones when you have completed the check.

Note: All students will see the "Text-to-Speech Check" panel since all students can use Text-to-Speech for the "Test Instructions and Help" page.

Assist any students who are unable to hear the audio.

- Check to make sure the headphones are securely plugged into the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted.

If audio issues cannot be resolved, move the student to another computer with working audio. Headphones should be worn throughout testing for students to have access to text-to-speech. In certain circumstances, including discomfort, students may remove headphones for short periods of time.

SAY	On the next page, you will be able to read the *Help Guide* and review your Test Settings. The *Help Guide* lists what test tools are available and how to navigate through the test. The Test Settings lists the settings for your test.
	Do not click the "Begin Now" button until I tell you to do so.
	You will be working carefully through each problem. When you have finished your Math test, click "End Test." Once you click "End Test," you will have a chance to go back and review your answers. If you are satisfied with your answers, click the "Submit Test" button. Once you click the "Submit Test" button, you will **NOT** be able to return to Part 1 / 2.
	You may take off your headphones, but you must remain silent until the end of the test session.
	Are there any questions before we begin?

Answer any questions.

Note: Once the student clicks the "Submit Test" button, the student's test opportunity will end and the student will not be able to continue to test. Writing tests cannot be reopened once the student clicks "Submit Test."

SAY	Put your headphones on. When you are ready to begin your test, click "Begin Test Now."

While students are taking the Math test, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As students are testing, monitor students test progress in the Your Test Session table. As each student finishes the test, collect the student's scratch paper. Do not allow students to use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test session.

When the test session ends:

SAY	The test session is now over. If you have not finished testing, you will be allowed to continue working, but click "Pause your test" at this time.
	If you have finished testing, clicked "End Test", and reviewed your answers but have not yet clicked "Submit Test", you may click "Submit Test" now.
	This ends the test session.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have their test in "Pause" status. Verify that all other students have submitted their test.

Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.

Collect the test tickets that were distributed to students. Save in a secure location to be used for other test sessions. After students have completed all test sessions, securely destroy.

Collect any scratch paper. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

If all students have completed testing in the test session, click the red "Stop" button in the top banner of the TA Interface. This will end the test session. Next, click "Log Out" in the upper-right corner of the TA Interface.

Section 3. Paper-Based Testing (PBT) Scripted Directions for AzM2 (Grade 10)

Materials required to administer PBT Grade 10 tests:

Test Administrators should have a "Testing—Do Not Disturb" sign for the door, student testing tickets, printed student Pre-ID labels, and either electronic or paper versions of all manuals and User Guides.

- *Test Administration Directions Grade 10*
- *TIDE User Guide* (optional)
    - ▪ Printing Pre-ID Labels

- A "Testing—Do Not Disturb" sign.
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply or sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks

Student Pre-ID labels must be affixed to test booklets **before** testing. If any student expected to test on AzM2 is missing a Student Pre-ID label, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering he AzM2 test. Students should **not** be permitted to test without a Pre-ID label or with an incorrect label.

Before the test session begins, write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.

Special Paper Version Tests

Test Administration Directions Special Paper Version are included in the appropriate Special Paper Version Test Kit (Braille and Large Print). *Test Administration Directions Special Paper Version* include directions for entering student responses into the Data Entry Interface (DEI).

Overview Grade 10 ELA and Math Tests

The AzM2 Grade 10 ELA test consists of 3 test sessions: Writing, Reading Part 1, and Reading Part 2.

The Writing test must be administered first. Commercially published paper dictionaries and commercially published paper thesauruses must be available for student use during the Writing test only.

The AzM2 Grade 10 Math test consists of 2 test sessions: Math Part 1 and Part 2.

Students may use scratch paper during all Writing, Reading, and Math test sessions.

Students will need access to an appropriate calculator. Refer to the AzM2 Calculator Policy on page 8 for guidance on calculators for testing.

First Test Session–ELA Writing Test

The AzM2 ELA Writing test is administered in one test session.

- Student must have the correct Pre-ID label affixed to his or her test booklet.
- Before the test session begins, write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Students will need access to an approved dictionary and thesaurus for the Writing test.
- Distribute the scratch paper and test booklets with Pre-ID labels to students.

Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.

Paper-Based Testing Scripted Directions for Day 1 ELA Writing Test

SAY	Today you will be taking ELA Writing, a portion of Arizona's Statewide Achievement Assessment, AzM2.
	Do not open your test booklet until I tell you to do so. Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet. Cell phones, smart watches, or any other electronic devices are not permitted during the entire test session.
	Any student who has any prohibited personal electronic device in his or her possession during this test session **may** have his or her Writing test invalidated. If you have a device with you, please put it in your backpack now. If you have a question or need help with something during the test, raise your hand, and I will come to you.
	The Writing test is not a timed test. If you have not completed the Writing test at the end of the test session, you will be allowed to continue working. However, you must complete this Writing test by the end of today's school day.
	Are there any questions?

Answer any questions.

SAY	On the front cover of your test booklet you will see a label with your legal name, school, SSID, and birth date. Please review this information and raise your hand if any part of the label is incorrect or if the label is missing.

Note: If the student's grade is incorrect, the student may continue to test. Students *should NOT be permitted to test* without a Pre-ID label or with an incorrect label. If any student is missing a Student Pre-ID label or a new label is needed, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzM2 test.

SAY	Now write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information shown on the board.

Make sure students complete the information correctly.

Hold up a test booklet. In the test booklet as you refer to the writing prompt, passages, *Writing Guide*, and Final Copy pages, show those pages to the students.

SAY	Today's Writing test has one prompt and one or more passages for you to read and respond to.
	There is also a *Writing Guide* that provides criteria expected for your response. You may use a dictionary and thesaurus as well.
	You may use scratch paper to plan your response and write your rough draft. When you have finished planning your response, you must write your final response in your test booklet on the three pages designated "Final Copy." Your final response may be in cursive or printed letters. However, it is important that your response be legible. Remember that your work must address the writing prompt and passages.
	Before you test, please remember the following:
	• Use a No. 2 pencil for your writing response.
	• Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklets. You can use your No. 2 pencil for any annotations or underlining.
	• Only what is written on the three pages marked "Final Copy" will be scored. Write only on the lines provided.
	• Do not write in the margins.
	• When you see the stop sign, stop and close your test booklet. Do not go on to the next part of the test booklet.
	Are there any questions?

Answer any questions.

SAY	When you have finished your Writing test, be sure to reread your response and make any necessary edits. When you are satisfied with your final response, close your test booklet. Raise your hand, and I will collect your test booklet.
	You must remain silent until the end of the test session.
	Are there any questions before we begin?

Answer any questions.

SAY	Open your test booklet to page 3, the Writing Section. You may now read the prompt and begin the test.

Make sure all students have turned to the correct page in their test booklets. While students are taking the Writing test, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student's test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from all students.

When the test session ends:

SAY	The test session is now over. If you have not finished, you will be allowed to continue working, but please close your booklet at this time.
	This ends the test session.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. ***Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.***

Collect all remaining scratch paper and test booklets from the students. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

All test booklets are secure documents and **must** be accounted for at the end of each test session. Missing test booklets **must** be located **prior** to dismissing students.

All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day.

Once students have completed testing and turned in their test booklets, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.

Day 2–ELA Reading Test Part 1

The AzM2 ELA Reading test is administered in two parts, one test session for each part.

- Before the test session begins, write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Distribute scratch paper and test booklets with Pre-ID labels to students.

Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.

The use of scratch paper is permitted on both Reading Part 1 and Part 2.

Paper-Based Testing Scripted Directions for Day 2 ELA Reading Test (Part 1)

SAY	Today you will be taking ELA Reading Part 1, a portion of Arizona's Statewide Achievement Assessment, AzM2.
	Do not open your test booklet until I tell you to do so.
	Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet. Cell phones, smart watches, or any other electronic devices are not permitted during the entire test session.
	Any student who has any prohibited personal electronic device in his or her possession during this test session **may** have his or her Reading test invalidated. If you have a device with you, please put it in your backpack now. If you have a question or need help with something during the test, raise your hand, and I will come to you.
	Some of the items may be challenging and unfamiliar to you. Do your best on all items.
	The Reading test is not a timed test. If you have not completed Part 1 of the Reading test at the end of this test session, you will be allowed to continue working. However, you must complete Part 1 of the Reading test by the end of today's school day.
	Are there any questions?

Answer any questions.

Note: Students may see field test and vertical alignment items (see page 11).

SAY	You must use the same test booklet for all ELA test sessions. Please check to see that the test booklet in front of you is the same one you used for previous AzM2 testing and has your name on the front cover.

Pause while students confirm they have the correct test materials. If any student did not participate in the previous ELA test session, guide the student through completing the "Student Name," "Teacher Name," "School," and "District" lines on the front of the student's test booklet.

Note: If the student's grade is incorrect, the student may continue to test. Students *should NOT be permitted to test* without a Pre-ID label or with an incorrect label. If any student is missing a Student Pre-ID label or a new label is needed, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzM2 test.

SAY	Today's Reading test contains several reading passages followed by questions about those passages. You may refer back to the passages when answering the questions. You will mark your answers in the test booklet by filling in the bubble or bubbles that match the answer you choose.
	Before you test, please remember the following:
	• Use a No. 2 pencil for your answers.
	• You may write in your test booklet, but do not write or mark near the bubbles where you will fill in your answers.
	• Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklets. You can use your No. 2 pencil for any annotations or underlining.
	• Do not write in the margins.
	• If you want to change an answer, completely erase the mark you made before making a new mark.
	The Reading test has two parts. We will begin with Part 1. When you finish Part 1, you will see the stop sign. Do not go beyond the stop sign.
	After you test, please recheck the following:
	• Every question in this part of the test booklet has been answered.
	• For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.
	• All other bubbles are empty, and all stray marks have been erased.
	You may not go back to any other part of this test booklet at any time.
	Are there any questions?

Answer any questions.

SAY	Open your test booklet to page 17.

Make sure all students have turned to the correct page in their test booklets.

SAY	We will begin by doing three sample questions. You will mark your answers in your test booklet.
	Read Sample A in your test booklet. Then fill in the bubble for the answer you choose. When you have finished with Sample A, stop working.

Give students time to answer Sample A and then continue.

SAY	The correct answer for Sample A is "A."
	Now read Sample B in your test booklet. Then fill in the bubble for the answers you choose. When you have finished Sample B, stop working.

Give students time to answer Sample B and then continue.

SAY	The correct answer for Sample B is "C."
	Now turn the page and read Sample C in your test booklet. Then fill in the bubble for the answer you choose. When you have finished Sample C, stop working.
	The correct answer for Sample C is "A."
	Be sure to read each question carefully. Some questions will require you to mark more than one answer.
	You may use scratch paper, but you need to record your answer in the test booklet.
	When you finish, check your work for Reading Part 1 only. Then, close your test booklet and raise your hand. I will collect your test booklet.
	You must remain silent until the end of the test session.
	Are there any questions?

Answer any questions.

SAY	Now turn the page and you may begin Part 1 of the Reading test.

Make sure all students have turned to the correct page in their test booklets. While students are taking Part 1 of the Reading test, move around the room and make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student's test booklet and scratch paper. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from all students.

When the test session ends:

SAY	The test session is now over. If you have not finished, you will be allowed to continue working, but please close your test booklet at this time.
	This ends the test session.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete Part 1 of the Reading test. ***Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.***

PBT Scripted Directions (Grade 10)

Collect all remaining scratch paper and test booklets from the students. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

 All test booklets are secure documents and **must** be accounted for at the end of each test session. Missing test booklets **must** be located **prior** to dismissing students.

All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day.

Once students have completed testing and turned in their test booklets, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.

Day 2 or Day 3–ELA Reading Test Part 2

The AzM2 ELA Reading test is administered in two parts, one test session for each part.

- Before the test session begins, write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Distribute scratch paper and test booklets with Pre-ID labels to students.

Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.

The use of scratch paper is permitted on both Reading Part 1 and Part 2.

Paper-Based Testing Scripted Directions for Day 2 or Day 3 ELA Reading Test (Part 2)

SAY	Today you will be taking ELA Reading Part 2, a portion of Arizona's Statewide Achievement Assessment, AzM2.
	Do not open your test booklet until I tell you to do so. Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet. Cell phones, smart watches, or any other electronic devices are not permitted during the entire test session.
	Any student who has any prohibited personal electronic device in his or her possession during this test session **may** have his or her Reading test invalidated. If you have a device with you, please put it in your backpack now. If you have a question or need help with something during the test, raise your hand, and I will come to you.
	Some of the items may be challenging and unfamiliar to you. Do your best on all items.
	The Reading test is not a timed test. If you have not completed Part 2 of the Reading test at the conclusion of this test session, you will be allowed to continue working. However, you must complete Part 2 of the Reading test by the end of today's school day.
	Are there any questions?

Answer any questions.

Note: Students may see field test and vertical alignment items (see page 11).

SAY	You must use the same test booklet for all ELA test sessions. Please check to see that the test booklet in front of you is the same one you used for previous AzM2 testing and has your name on the front cover.

Pause while students confirm they have the correct test materials. If any student did not participate in any previous ELA test sessions, guide the student through completing the "Student Name," "Teacher Name," "School," and "District" lines on the front of the student's test booklet.

Note: If the student's grade is incorrect, the student may continue to test. Students _should NOT be permitted to test_ without a Pre-ID label or with an incorrect label. If any student is missing a Student Pre-ID label or a new label is needed, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzM2 test.

SAY	Today's Reading test contains several reading passages followed by questions about those passages. You may refer back to the passages when answering the questions. You will mark your answers in the test booklet by filling in the bubble or bubbles that match the answer you choose.
	Before you test, please remember the following:
	• Use a No. 2 pencil for your answers.
	• You may write in your test booklet, but do not write or mark near the bubbles where you will fill in your answers.
	• Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklets. You can use your No. 2 pencil for any annotations or underlining.
	• Do not write in the margins.
	• If you want to change an answer, completely erase the mark you made before making a new mark.
	The Reading test has two parts. We will begin with Part 2. When you finish Part 2, you will see the stop sign. Do not go beyond the stop sign.
	After you test, please recheck the following:
	• Every question in this part of the test booklet has been answered.
	• For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.
	• All other bubbles are empty, and all stray marks have been erased.
	You may not go back to any other part of this test booklet at any time.
	Are there any questions?

Answer any questions.

SAY	Open your test booklet to page 52.

Make sure all students have turned to the correct page in their test booklets.

SAY	Be sure to read each question carefully. Some questions will require you to mark more than one answer.
	You may use scratch paper, but you need to record your answer in the test booklet.
	When you finish, check your work for Reading Part 2 only. Then, close your test booklet and raise your hand. I will collect your test booklet.

SAY	You must remain silent until the end of the test session.
	Are there any questions?

Answer any questions.

SAY	Now turn the page, and you may begin Part 2 of the Reading test.

Make sure all students have turned to the correct page in their test booklets. While students are taking Part 2 of the Reading test, move around the room and make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student's test booklet and scratch paper. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from all students.

When the test session ends:

SAY	The test session is now over. If you have not finished, you will be allowed to continue working, but please close your test booklet at this time.
	This ends the test session.

Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete Part 2 of the Reading test. ***Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.***

Collect all remaining scratch paper and test booklets from the students. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

All test booklets are secure documents and **must** be accounted for at the end of each test session. Missing test booklets **must** be located **prior** to dismissing students.

All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day.

Once students have completed testing and turned in their test booklets, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.

PBT Scripted Directions (Grade 10)

Day 1–Math Test Part 1

The AzM2 Math test is administered in two parts, one test session for each part.

- Student must have the correct Pre-ID label affixed to his or her test booklet.
- Before the test session begins, write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Distribute scratch paper and test booklets with Pre-ID labels to students.
- Students will need access to an approved calculator.

Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.

The use of scratch paper is permitted on both Math Part 1 and Part 2.

Paper-Based Testing Scripted Directions for Day 1 Math Test (Part 1)

SAY	Today you will be taking Math Part 1, a portion of Arizona's Statewide Achievement Assessment, AzM2.
	Do not open your test booklet until I tell you to do so.
	Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet. Approved calculators are allowed during the test. Cell phones, smart watches, or any other electronic devices are not permitted during the entire test session.
	Any student who has any prohibited personal electronic device in his or her possession during this test session **may** have his or her Math test invalidated. If you have a device with you, please put it in your backpack now. If you have a question or need help with something during the test, raise your hand, and I will come to you.
	Some of the items may be challenging and unfamiliar to you. Do your best on all items.
	The Math test is not a timed test. If you have not completed Part 1 of the Math test at the end of this test session, you will be allowed to continue working. However, you must complete Part 1 of the Math test by the end of today's school day.
	Are there any questions?

Answer any questions.

Note: Students may see field test and vertical alignment items (see page 11).

SAY	On the front cover of your test booklet you will see a label with your legal name, school, SSID, and birth date. Please review this information and raise your hand if any part of the label is incorrect or if the label is missing.

Note: If the student's grade is incorrect, the student may continue to test. Students *should NOT be permitted to test* **without a Pre-ID label or with an incorrect label. If any student is missing a Student Pre-ID label or a new label is needed, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzM2 test.**

SAY	Now write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" with the information shown on the board.

Make sure students complete the information correctly.

SAY	Today's Math test contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question. Before you test, please remember the following: • Use a No. 2 pencil for your answers. • You may write in your test booklet, but do not write or mark near the bubbles where you will fill in your answers. • Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklets. You can use your No. 2 pencil for any annotations or underlining. • Do not write in the margins. • If you want to change an answer, completely erase the mark you made before making a new mark. • You may use an approved calculator on both parts of the Math test. The Math test has two parts. We will begin with Part 1. When you finish Part 1, you will see the stop sign. Do not go beyond the stop sign. After you test, please recheck the following: • Every question in this part of the test booklet has been answered. • For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil. • All other bubbles are empty, and all stray marks have been erased. You may not go back to any other part of this test booklet at any time. Are there any questions?

Answer any questions.

SAY	Open your test booklet to page 3.

Make sure all students have turned to the correct page in their test booklets.

SAY	We will begin by doing three sample questions. You will mark your answers in your test booklet. Read Sample A in your test booklet. Then fill in the bubble for the answer you choose. When you have finished Sample A, stop working.

PBT Scripted Directions for (Grade 10)

Give students time to answer Sample A and then continue.

SAY	The correct answer for Sample A is "C", "E", "F."
	Now read Sample B in your test booklet. Write the equation in the box provided. When you have finished Sample B, stop working.

Give students time to answer Sample B and then continue.

SAY	The correct answer for Sample B is "m=2d" or any equivalent equation.
	Now turn the page and read Sample C in your test booklet. To answer this type of grid-in response question, you must bubble your answer in the grid. You may left or right justify your answer. Blanks are generally ignored. Only the bubbles in the grid are scored. The boxes above the grid are only to assist you with filling out the grid and are not scored. If the answer for an item is a mixed number, leave a space between the whole number and the fraction. Answer Sample C now. When you have finished Sample C, stop working.
	The correct answer for Sample C is "-3". To receive credit, you must have filled in the bubbles that correspond to your answer.
	This is only one type of question you will see. Read the directions within each question carefully. Some questions will require you to give your answer in different ways.
	You may use scratch paper, but you need to record your answer in the test booklet.
	When you finish, check your work for Part 1 only. Then, close your test booklet and raise your hand. I will collect your test booklet.
	You must remain silent until the end of the test session.
	Are there any questions?

Answer any questions.

SAY	Now turn the page and you may begin Part 1 of the Math test.

Make sure all students have turned to the correct page in their test booklets. While students are taking Part 1 of the Math test, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student's test booklet and scratch paper. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from the students.

When the session ends:

SAY	The test session is now over. If you have not finished, you will be allowed to continue working, but please close your test booklet at this time.
	This ends the test session.

Most students should have had enough time to finish the test during the allotted test session time. At the end of the test session, identify those students who require additional time to complete Part 1 of the Math test. ***Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.***

Collect all remaining scratch paper, calculators, and test booklets from the students. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

All test booklets are secure documents and **must** be accounted for at the end of each test session. Missing test booklets **must** be located **prior** to dismissing students.

All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day.

Once students have completed testing and turned in their test booklets, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.

PBT Scripted Directions (Grade 10)

PBT Scripted Directions for (Grade 10)

Day 1 and/or Day 2–Math Test Part 2

The AzM2 Math test is administered in two parts, one test session for each part.

- Before the test session begins, write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Distribute scratch paper.
- Students will need access to an approved calculator.
- Distribute test booklets with Pre-ID labels to students.

Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.

Paper-Based Testing Scripted Directions for Day 1 and/or Day 2 Math Test (Part 2)

SAY	Today you will be taking Math Part 2, a portion of Arizona's Statewide Achievement Assessment, AzM2.
	Do not open your test booklet until I tell you to do so. Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet. Approved calculators are allowed during the test. Cell phones, smart watches, or any other electronic devices are not permitted during the entire test session.
	Any student who has any prohibited personal electronic device in his or her possession during this test session **may** have his or her Math test invalidated. If you have a device with you, please put it in your backpack now. If you have a question or need help with something during the test, raise your hand, and I will come to you.
	Some of the items may be challenging or unfamiliar to you. Do your best on all items.
	The Math test is not a timed test. If you have not completed Part 2 of the Math test at the end of this test session, you will be allowed to continue working. However, you must complete Part 2 of the Math test by the end of today's school day.
	Are there any questions?

Answer any questions.

Note: Students may see field test and vertical alignment items (see page 11).

SAY	You must use the same test booklet for both Math test sessions. Please check to see that the test booklet in front of you is the same one you used for previous AzM2 testing and has your name on the front cover.

Pause while students confirm they have the correct test materials. If any student did not participate in the previous Math test session, guide the student through completing the "Student Name," "Teacher Name," "School," and "District" lines on the front of the student's test booklet.

Note: If the student's grade is incorrect, the student may continue to test. Students *should NOT be permitted to test* without a Pre-ID label or with an incorrect label. If any student is missing a Student Pre-ID label or a new label is needed, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzM2 test.

SAY	Today's Math test contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.
	Before you test, please remember the following:
	• Use a No. 2 pencil for your answers.
	• You may write in your test booklet, but do not write or mark near the bubbles where you will fill in your answers.
	• Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklets. You can use your No. 2 pencil for any annotations or underlining.
	• Do not write in the margins.
	• If you want to change an answer, completely erase the mark you made before making a new mark.
	• You may use an approved calculator on both parts of the Math test.
	The Math test has two parts. We will begin with Part 2. When you finish Part 2, you will see the stop sign. Do not go beyond the stop sign.
	After you test, please recheck the following:
	• Every question in this part of the test booklet has been answered.
	• For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.
	• All other bubbles are empty, and all stray marks have been erased.
	You may not go back to any other part of this test booklet at any time.
	Are there any questions?

Answer any questions.

SAY	Open your test booklet to page 34.

Make sure all students have turned to the correct page in their test booklets.

SAY	Be sure to read each question carefully. You may use scratch paper, but you need to record your answer in the test booklet.
	When you finish, check your work for Part 2 only. Then, close your test booklet and raise your hand. I will collect your test booklet.
	You must remain silent until the end of the test session.
	Are there any questions?

Answer any questions.

SAY	Now turn the page and begin Part 2 of the Math test.

Make sure all students have turned to the correct page in their test booklets. While students are taking Part 2 of the Math test, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student's test booklet and scratch paper. Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from the students testing.

When the session ends:

| SAY | The test session is now over. If you have not finished, you will be allowed to continue working, but please close your test booklet at this time.

This ends the test session. |
|-----|---|

Most students should have had enough time to finish the test during the allotted test session time. At the end of the test session, identify those students who require additional time to complete Part 2 of the Math test. ***Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.***

Collect all remaining scratch paper and test booklets from the students. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

All test booklets are secure documents and **must** be accounted for at the end of each test session. Missing test booklets **must** be located **prior** to dismissing students.

All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day.

Once students have completed testing and turned in their test booklets, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.

PBT Scripted Directions for (Grade 10)