



# AIMS A Science

Mandatory Training for Test Coordinators and Test Administrators  
2019-2020

Arizona Department of Education

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# Training Information

Training is self-paced. You may go back to previous slides or pause the training as needed.

If you experience technical difficulties during the training, please contact the alternate assessment unit at 602-542-8239.

The presentation will be posted throughout the testing window for reference as needed.

Information on these topics can also be found in the AIMS A Science Manual.



# Agenda

This training covers:

- Pre-administration tasks

- Administration of AIMS A Science

- Post-administration tasks



# Pre-administration Tasks

- Submit Forms/Action Plans
- Identify Students for Alternate Assessment
- Complete Training



# Submit Forms/Action Plans

Test Coordinator Information Form

Test Security Agreement Form

Action Plan

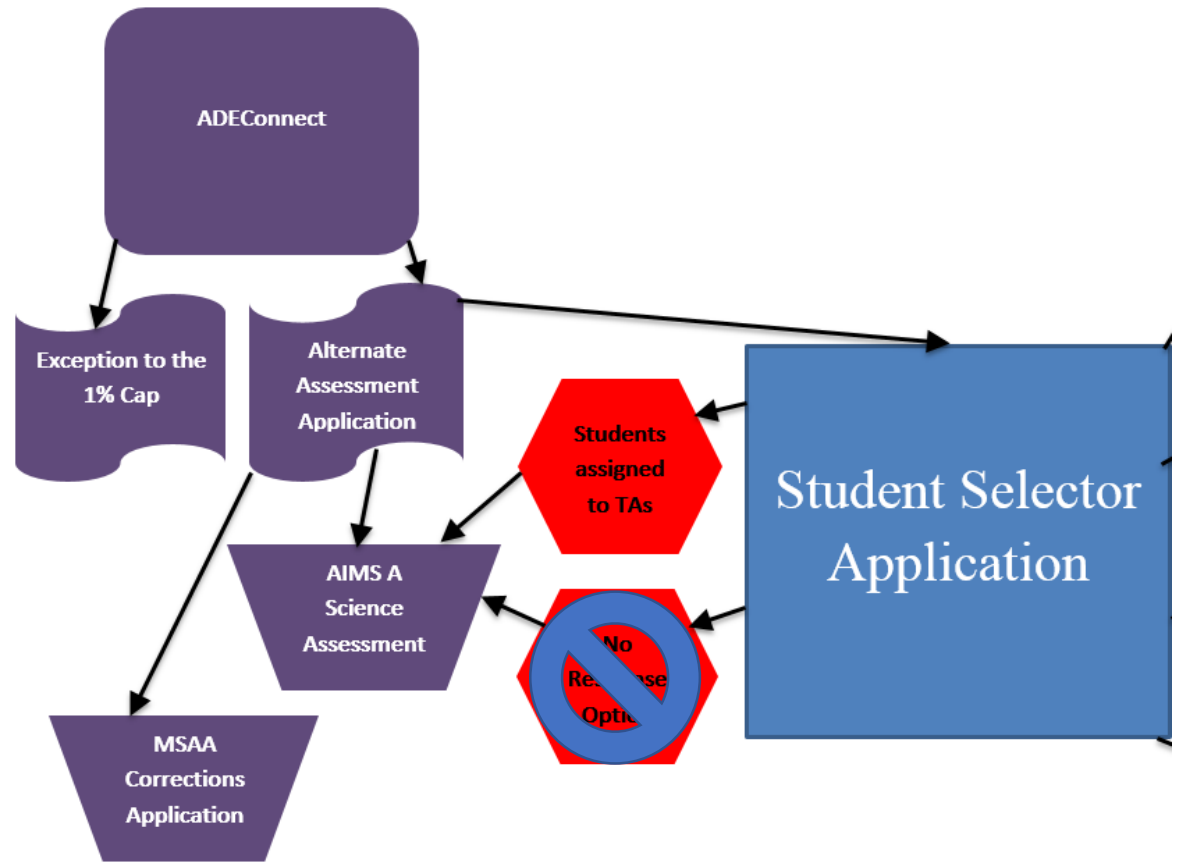


# Identify Students for Alternate Assessment

- Students are identified in the Student Selector Application.
- Students must qualify for alternate assessment and eligibility must be written into the current IEP. Any changes or newly identified students must occur early in the year.
- Eligibility criteria is posted on the alternate assessment website.



# The Alternate Assessment Systems



# Test Security

- Precautions must be in place to ensure security of all test materials.
  - Access to test materials is restricted and materials must be kept secure at all times.
  - Students should not remove test materials from the testing room.
  - Contents of the test should not be disclosed or discussed.
  - Student responses should not be examined or reviewed nor should the multiple choice responses be entered outside the school day or without the student present.
  - Materials should not be used after administration.
  - Performance task materials must be returned to the TC. Student responses recorded outside the assessment system should be destroyed.
- Testing incidents are reported to the TC. The TC will submit an incident report in the AIMS A Science assessment platform. ADE will provide a response to all incidents.





# Test Security Agreement Forms

- TCs have already signed their test security agreement forms and submitted them to ADE.
- TAs must sign the Test Security Form for Test Administrators. These forms are collected by the TC and retained for 6 years.
- Refer to the Test Security Agreement Form for more information on test security. Contact the Alternate Assessment Unit with questions.



# Complete Training

- Required for TCs
- Options for test administrators
  - Complete this training in a group session (recommended)
  - Complete this training independently
  - Complete a test coordinator-designed training
- TCs submit statement of assurance that all TAs have completed training



# Administration of AIMS A Science

Inventory and Prepare AIMS A Science Materials

Monitor Administration

Report Testing Incidents



# Inventory AIMS A Science Materials

- AIMS A Science Performance Task materials are mailed to the TC.
  - Counts are based on classroom size, not individual students.
  - Test coordinators should inventory all materials before handing them to test administrators.
  - Test administrators should inventory all materials before beginning administration.
  - Do not replace missing materials on your own! Contact the ADE Alternate Assessment Unit if you have any discrepancies.



# Prepare Test Materials

- It is important to plan ahead. TAs must:
  - Inventory all performance task materials.
  - Print data sheets.
  - View test items by clicking “Teacher View” in each student assessment. Think about the accommodations listed on the student’s IEP and used regularly during instruction. How can you apply those accommodations to the administration?

Testing Adaptations		
Time/Setting	Presentation	Response
Testing over multiple days	Oral reading by Test Administrator	Augmentative device or other Assistive Technology
Extended time	Large print or magnification device	Adaptive calculators
Change in schedule	Tactile Graphics	Manipulatives
Noise buffers	Manipulatives	



# Administration

- The administration window is February 3-28, 2020. No time extension requests will be granted.
- Students in Grades 4, 8, and 10 are given AIMS A Science.
- The AIMS A Science format includes two sections: multiple choice and performance tasks.
- All testing is one on one and must be completed during the school day.
- Contact the Alternate Assessment Unit for procedures to administer AIMS A Science to homebound or hospitalized students.



# Administering the Online AIMS A Science Test

- Prior to testing, TAs should complete the Accommodations Tab (all grades) and the LCI (grade 10 only) to open the test; the test will not launch until these tasks have been completed. Check to ensure that both the school and student information are correct.
- The TA's class list will display. If your students do not appear on your list, notify your TC. TCs will need to contact the Alternate Assessment Unit.



# Monitor Administration

- Observations

- TCs are required to observe at least one test administration.
- In addition, ADE staff may be conducting observations. The test coordinator will be notified if your LEA was selected for observations.
- External consultants also conduct observations. For the 2019 administration, the consultants will only be observing MSAA.
- An observation protocol will be used for all observations. The TC will use the protocol to facilitate conversations with the TA. Protocols are to be retained by the TC.





# No Response Option

- Observe administration
- Talk with TA to plan additional strategies and support communication instruction
- Submit requests for the No Response Option to the Alternate Assessment Unit

ADE has followed two cohorts of students in Grade 4. Approximately 1.1% of students who participate in alternate assessments consistently show no observable communication. Requests for the No Response Option should be very few.



# Scribe Accommodation

The scribe accommodation is for students who are unable to physically respond to test items, but who have other modes of communication. The scribe accommodation allows for the test administrator to record student responses. This accommodation is documented in the IEP and recorded in the accommodations tab in the AIMS A Science system.



# Multiple Choice

- Administered online
- Consist of a question and three response options with or without pictures
- Responses are recorded in the platform as the test is administered. It is a violation of test security to enter student responses into the platform when the student is not present.
- The TA must start the test and administer all items even if that student is eligible for the No Response Option as communicated to the Alternate Assessment Test Coordinator (TC).



# Performance Tasks

- Administered using the materials provided
- Scored by the TA using the Performance Task Scoring Rubric
- Scores are recorded on data sheets.
- After scoring, the TA should tally the student scores and record them into the AIMS A Science platform.
- TAs who have administered AIMS A Science previously should guide new test administrators on performance task administration.
- Videos of performance task administration are posted on the Alternate Assessment webpage. Although the videos do not include administration of AIMS A Science, the procedures are the same.



# Scoring Rubric

- The [Scoring Rubric](#) is located on the Alternate Assessment website.

AIMS A PERFORMANCE TASK SCORING RUBRIC					
	Level 5	Level 4	Level 3	Level 2	Level 1
<b>FIRST:</b> <b>Prompts with Answer Card Choices</b>	Test Administrator reads Performance Task prompt and shows answer card choices contained in test materials. Student responds without assistance or only with a single repetition of the prompt. (Do not label/read answer card choices).	Test Administrator reads Performance Task prompt and identifies/reads answer card choices contained in test materials.	Test Administrator reads Performance Task prompt and identifies/reads answer card choices contained in test materials.	Test Administrator reads Performance Task prompt and removes all items/distracters (answer card choices). Present student only the correct answer card choice with any cues as necessary.	The student is non-responsive after Performance Task prompt was presented with all levels of support.
<b>Prompts without Answer Card Choices*</b>	Test Administrator reads Performance Task prompt. Student responds without assistance or only with a single repetition of the prompt and uses wait time only.	Test Administrator reads Performance Task prompt and uses a single cue.  <i>Cues that can be used at Level 4: physical/verbal cues, auditory cues, gestural cues, tactile cues, and visual cues.</i>	Test Administrator reads Performance Task prompt and uses 2 cues.  <i>Cues that can be used at Level 3: physical/verbal cues, auditory cues, gestural cues, tactile cues, and visual cues.</i>	Test Administrator reads Performance Task prompt with any cues necessary, Test Administrator will verbally state correct response for student to imitate or repeat.  <i>Cues that can be used at Level 2: physical/verbal cues, auditory cues, gestural cues, tactile cues, and visual cues.</i>	
<b>THEN:</b> <b>ADD STRATEGY</b>	None	<b>Elaborate</b> the question: provide additional clarifying information on directions or expected response.	<b>Demonstrate</b> a similar response: "This is picture of a dog. Show me the picture of the cat."	<b>Model</b> exact response: "This is a picture of a dog. What is this?" (Show picture/object representing dog.)	
<b>SCORE</b>	The student responds correctly. <b>Record a score of 4</b> ↓ If the student: • Does not respond independently; • Responds incorrectly; • Does not perform the requested task when given wait time; or • After test administrator repeats the instructions; Move to Level 4.	The student responds correctly. <b>Record a score of 3</b> ↓ If the student: • Does not respond; or • Responds incorrectly; Even with the addition of elaboration; Move to Level 3.	The student responds correctly. <b>Record a score of 2</b> ↓ If the student: • Does not respond; or • Responds incorrectly; Even with the addition of a demonstration; Move to Level 2.	The student responds correctly. <b>Record a score of 1</b> ↓ If the student: • Does not respond; or • Responds incorrectly; Even with a model, cues, and removal of all distracters; Move to Level 1.	The student does not respond. <b>Record a score of 0</b>
*NOT ALL PERFORMANCE TASK PROMPTS HAVE ANSWER CARD CHOICES					



# Cueing

## Cues

**Cueing is a way to help support or signal a student. A cue by itself does not give the student a direct answer. Most importantly cues should be understood by the student and eventually faded. *This is not an exhaustive list.***

**Physical Cue:** Offers physical guidance to support or elicit a response. Hand over hand, tapping the back of a hand, holding an elbow, pointing, or standing by a student to stop a behavior (proximity), etc.

**Verbal Cue:** Gives the student oral or verbal information. "Look at me", "put letter A first", "it's 11:30 (lunchtime)", etc.

**Gestural Cue:** A movement or gesture which is understood by student to extract a specific behavior. Pointing, tapping, winking, waving, etc.

**Auditory Cue:** Presents a sound or noise used to focus or gain student's attention. Tapping on table, bells, timer, ringers, etc.

**Visual Cue:** Alerts a student to where to focus and/or where to respond: Color coding, labeling, highlighting, arrows, concrete objects, etc.

**Tactile Cue:** Provides an item for the student to feel or a touch support for student. Feather, velcro, sandpaper, concrete objects, etc.



# Performance Tasks Scoring Levels

- Level 5: Student is able to produce a response with no cues.
  - Student receives score of 4
- Level 4: Students are able to respond with no more than one cue.
  - Cues can include clarifying directions or options to produce a student response.
  - Student receives score of 3
- Level 3: Students are able to respond with no more than two cues.
  - Cues can include introducing an example of a similar response, rearranging the answer choices, or clarifying directions or options to produce a student response.
  - Student receives score of 2
- Level 2: Students are able to respond with any number of cues (see attached chart on next slide for examples of cues)
  - Student receives score of 1
- Level 1: Student is unable to produce a response with all levels of cues provided.
  - Student receives score of 0



# Data Sheets

- Data Sheets are downloaded from the AIMS A Science system when the test windows are open. One laminated set is sent with the performance task materials.



- Scores recorded on data sheets are entered into the AIMS A Science platform.
- Data sheets are secure test materials.





# Accessing AIMS A Science

- Log into ADEConnect through the district login or by going to the ADE homepage and clicking the link on the right side of the menu bar.
  - Click “ESS Portal”.
  - Click “Alternate Assessments” under the “Data Collection and Reporting” heading.
  - If you are unable to log into ADEConnect, contact your entity administrator. The Alternate Assessment Unit is unable to make changes to TA or TC accounts.
- There is a “Student Testing” tab on the top. This is where you access your student list.



# Before Launching the Test

- Click on each student for the accommodations tab (all grades) and LCI tab (Grade 10 only).

Student

SAIS ID: [input] Student: [input] DOB: [input] Gender: [input] Grade: [input]

Disability (Code) / (Classroom Type): [input] Ethnicity: [input] Primary Language: [input]

Teacher: [input]

Adaptations and Instructional Strategies

<input type="checkbox"/> Adaptive calculators	<input checked="" type="checkbox"/> Alphabet line	<input checked="" type="checkbox"/> Graph paper
<input checked="" type="checkbox"/> Highlight or mark key phrases, words, or letters	<input checked="" type="checkbox"/> Line drawings	<input type="checkbox"/> Magnifier
<input checked="" type="checkbox"/> Manipulatives	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Number line
<input type="checkbox"/> Other	<input type="checkbox"/> Picture/Object system	<input checked="" type="checkbox"/> Read passages or any test item/describe graphics
<input type="checkbox"/> Sign language	<input type="checkbox"/> Switch	<input type="checkbox"/> Symbolic/Picture system
<input checked="" type="checkbox"/> Use of objects		

Cancel



# Launching the Test

- Click on the SSID for a student to bring up the test options.
- Test Administrators will have the option to view test items, administer the practice item, start the multiple choice, or add student scores to performance tasks items.

Student List / Form List

**Message:** Click on the Form to enter student data for the Performance Tasks and for students to enter into the multiple choice items. As the forms are completed, the status will change to complete. ×

Student

SAIS ID: [REDACTED] Student: [REDACTED] DOB: [REDACTED] Gender: [REDACTED] Grade: [REDACTED]

Forms

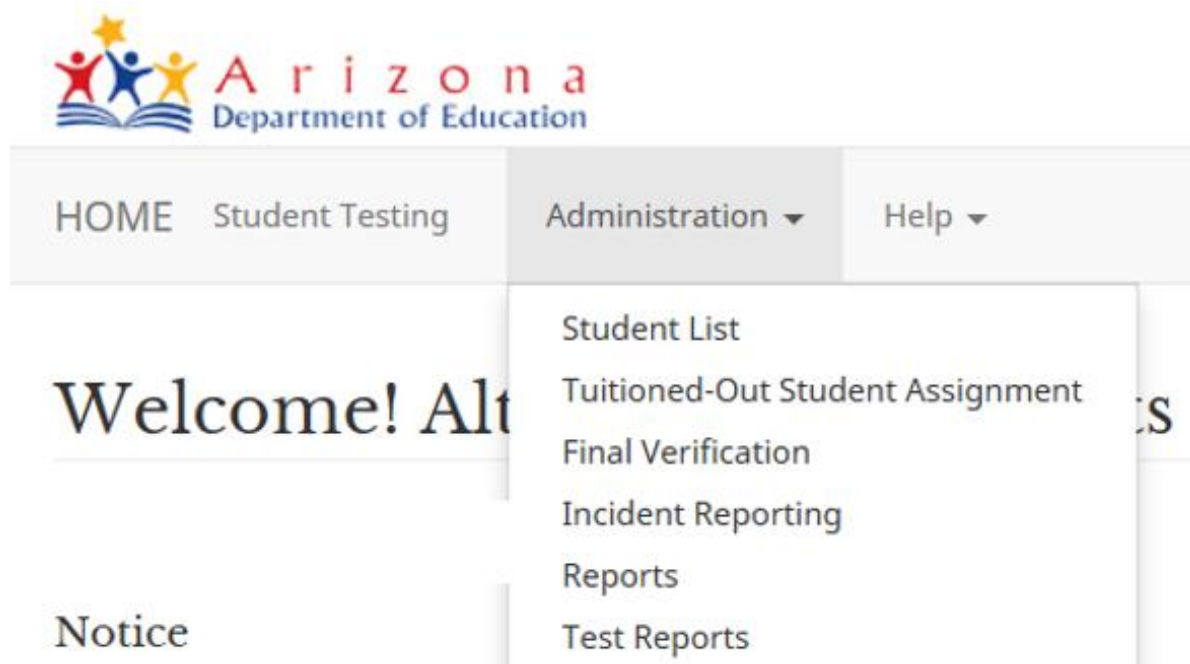
Form	Action	Subject	Status
Grade 4 Practice	Teacher View / Student Input		N/A
Grade 4 Science Multiple Choice	Teacher View / Student Input		Complete
Grade 4 Science Performance Tasks	Teacher Edit	Science	Complete

To enter in student's scores from the Performance Tasks use this link



# Administration Tab for TCs

- In addition to test administrator options, test coordinators have an "Administration" tab. From the dropdown, test coordinators can view student lists, assign tuitioned out students to a school at the LEA (during data closeout), submit final verification (during data closeout), submit an incident report, and download score reports (during the reporting window).



The screenshot shows the top navigation bar of the Arizona Department of Education website. The logo for the Arizona Department of Education is at the top left. The navigation bar includes links for HOME, Student Testing, Administration (with a dropdown arrow), and Help (with a dropdown arrow). The Administration dropdown menu is open, showing options: Student List, Tuitioned-Out Student Assignment, Final Verification, Incident Reporting, Reports, and Test Reports. Below the navigation bar, the text "Welcome! Alt" and "Notice" are partially visible.



# Monitor Completion

- AIMS A Science is administered from February 3-28. It is the responsibility of the TC to ensure all testing is completed and performance task scores have been entered into the AIMS A Science platform.
- It is strongly recommended that TCs receive a testing calendar plan from each TA. TCs should follow up with TAs who fall behind the schedule.
- TCs must also keep in contact if they have students tuitioned out or if they are the TC for an approved private placement to ensure testing is completed.



# Incident Reports

- Incident Reports are only submitted by TCs.
- The incident report is found under the administration tab in the AIMS A Science platform.
- When submitting an incident report, include the SSID only of the student and a description of the incident.
  - Some incidents that require incident reports include
    - Needing to remove a student who does not qualify or who has withdrawn from your LEA
    - Not following test security protocol
    - Administration to a homebound/hospitalized student outside school hours
    - Students with incomplete tests on February 28.
- Do not take any action until the Alternate Assessment Unit has responded to the incident.



# After Administration

Submit Final Data

Return Test Materials

Receive AIMS A Science Reports



# Submit Final Data

- This process is only for Test Coordinators:
  - Ensure all student testing has been completed.
  - Submit an incident report for any student who has not completed testing.
  - Assign all tuitioned out students to a school within your LEA so that score reports will be sent. Failure to assign tuitioned out students will result in no reports for that student.
  - Click the closeout button to submit all data. ADE will submit for any LEA who does not, however, we are unable to verify for the LEA tuitioned out students or students who have not completed testing.
  - Once final data is submitted, it cannot be reset.





# Returning Materials

- Inventory the materials again before returning them to ADE.
- A return label will be included with your performance task materials. Retain the label and any packaging you wish to reuse.
- All materials must be returned to ADE by March 27. It is recommended that all materials be returned right away so they are not forgotten when the MSAA system opens on March 2.



# Receive AIMS A Science Reports

- The AIMS A Science Reporting portal should be opening in May. Specific dates have not been determined.
- TCs will receive an e-mail notification with dates and instructions to access the reports.
- Two copies of each student report will be mailed to the LEA. One copy is to be sent to the parent or guardian and the other is to be placed in the student's secure file.



# AIMS A Science Reports

- Four reports will be available for download
  - District Demographic Report
  - School Roster Report
  - Student Reports
  - 2020 District Data File
- Information for each student is provided at the strand level. This can be a useful instructional resource.



# Next Steps

Complete the  
verification form  
(TCs only)

Follow your  
procedures to verify  
training has been  
completed and  
submit statement of  
assurance

Create testing  
calendar

Schedule  
Observations

Continue to provide  
great instruction





# Thank you.

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Alternate Assessment Unit

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