SPRING 2020

AzSCI Prototype Field Test
Test Coordinator's Manual

GRADES 5, 8, AND 11

Test Coordinator's Name

AzSCI

ARIZONA SCIENCE TEST

SCIENCE

AZ00002980

P Pearson

Table of Contents

General Information

The AzSCI Prototype Field Test is administered to students in grades 5, 8, and 11. The *Spring 2020 AzSCI Prototype Field Test Coordinator's Manual Grades 5, 8, and 11* is written specifically for Achievement District Test Coordinators.

The AzSCI Prototype Field tests are standardized exams and must be administered exactly as directed in the *Spring 2020 AzSCI Prototype Field Test Administration Directions Grades 5, 8, and 11*. Achievement Testing District Test Coordinators must review the *Spring 2020 AzSCI Prototype Field Test Coordinator's Manual Grades 5, 8, and 11* and the *Spring 2020 AzSCI Prototype Field Test Administration Directions Grades 5, 8, and 11* well in advance of training School Test Coordinators and Test Administrators and before administering the tests.

Resources for Test Coordinators

District Test Coordinators must be familiar with the content of this manual and the content of the following additional resources:

- *Spring 2020 AzSCI Prototype Field Test Administration Directions Grades 5, 8, and 11*
- *Arizona Accommodation Manual - Revised August 2019*
- *AzSCI Prototype Field Test PearsonAccess^next User's Guide*
- *Online TestNav User's Guide*

Electronic copies of these documents are available in the "Resources" section of PearsonAccess^next (https://pearsonaccessnext.com/). Paper copies of the *Spring 2020 AzSCI Prototype Field Test Coordinator's Manual Grades 5, 8, and 11* and the *Spring 2020 AzSCI Prototype Field Test Administration Directions Grades 5, 8, and 11* can be requested through the Additional Order window (January 6, 2020 - February 13, 2020).

Responsibilities of the Achievement District Test Coordinator

The Achievement District Test Coordinator is responsible for the correct administration of AzSCI Prototype Field testing. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators. However, the Achievement District Test Coordinator assumes ultimate responsibility.

Responsibilities of the Achievement District Test Coordinator include:

Before Testing

☐ Add student enrollments in PearsonAccess^next.

☐ Ensure that all appropriate school personnel have access to PearsonAccess^next with the correct user role.

☐ Implement and maintain security procedures within the district/charter and school(s).

☐ Obtain and locally store signed copies of the *Test Security Agreement* for all staff members who will have access to the online tests or who will handle test materials.

☐ Schedule testing activities within the district or charter schools.

☐ Communicate the schedule to Test Administrators.

☐ Answer questions from Test Administrators, and if necessary, escalate by contacting AIMSScience@azed.gov.

Additional Responsibilities for Special Paper Version Tests

☐ Submit a request for a Special Paper Version (SPV) test to ADE, if necessary. Additional information about submitting this request can be found on Page 8 under "Special Paper Version Accommodations".

☐ After receiving approval from ADE, indicate the Special Paper Version (SPV) test in the student's profile in PAN, and place an Additional Order for the SPV test. Additional orders may be placed January 6, 2020 - February 13, 2020.

During Testing

☐ Ensure that test security procedures are followed.

☐ Ensure that test administration procedures are followed.

☐ Report any testing irregularities to ADE.

☐ Monitor test completion using PearsonAccess^next.

Additional Responsibilities for Special Paper Version Tests

☐ Monitor test completion using PearsonAccess^next to verify that students with Special Paper Version tests have their responses entered into the TestNav system by the Test Administrator.

After Testing

☐ Ensure the secure disposal of scratch paper at the school or district.

☐ Ensure the disposal of the *Spring 2020 AzSCI Prototype Field Test Coordinator's Manual Grades 5, 8, and 11* and the *Spring 2020 AzSCI Prototype Field Test Administration Directions Grades 5, 8, and 11* for both the district and the schools.

☐ Report any testing incidents to AIMSScience@azed.gov.

Additional Responsibilities for Special Paper Version Tests

☐ Ensure that all Science responses are transferred into TestNav by the Test Administrator by February 21, 2020.

☐ Ensure the secure disposal of the *Spring 2020 AzSCI Prototype Field Test Administration Directions Grades 5, 8, and 11.*

☐ Ensure that all Special Paper Version test materials are picked up by UPS no later than February 21, 2020.

Procedures for Test Administration

Students to Be Tested

Students in grades 5, 8, and 11 (Cohort 2021) are permitted to participate in the AzSCI Prototype Field Test.

Students with significant cognitive disabilities and whose current Individualized Education Program (IEP) designates them as eligible for an alternate assessment, Arizona's Instrument to Measure Standards Alternate (AIMS A), are excluded from AzSCI Prototype Field testing.

Test Administration Schedule

All AzSCI Prototype Field tests are untimed. One of the outcomes from the AzSCI Prototype Field Test is to determine the appropriate schedule for students in each grade level.

The AzSCI Prototype Field Test is to be administered during the test window of January 27, 2020 - February 21, 2020, for students in grades 5, 8, and 11 (Cohort 2021). At each grade level, there will be one test section containing 15 questions.

Administering AzSCI Prototype Field Tests

Administering AzSCI Prototype Field tests on dates other than those shown without the written permission of the Assessment section of the ADE is a serious testing violation.

- A test session must be completed by the end of the school day.
- AzSCI Prototype Field tests are untimed.
- All student responses from a Special Paper Version test must be entered into the TestNav system by the Test Administrator by February 21, 2020.

Required Test Materials and Tools

Materials required to be provided to Test Administrators by School

☐ A paper or electronic copy of the *Spring 2020 AzSCI Prototype Field Test Administration Directions Grades 5, 8, and 11*.

☐ Headphones or earbuds for students.

Test Security

All districts and charters administering any AzSCI Prototype Field tests must have an *Assessment Test Coordinator and Security Agreement* on file with ADE.

All school/district/charter personnel who will have access to the AzSCI Prototype Field Test materials must sign a *Test Security Agreement*. This includes, but is not limited to, District Test Coordinators, School Test Coordinators, School Test Administrators, Technology Coordinators, District Report Only, School Report Only, School Administrators, and District/Charter Administrators. These signed *Test Security Agreements* are to be maintained at the district/charter as directed on the Assessment Test Coordinator and Security Agreement.

Copies of the *Test Security Agreements* are available to Achievement District Test Coordinators online at the ADE District Test Coordinators webpage at http://www.azed.gov/assessment/dtc/.

Achievement District Test Coordinators are responsible for establishing and enforcing test security procedures. These procedures must comply with the Achievement Test Security Agreement, and the State Board of Education Rule regarding test security. Guidance on test security is also included in the *Spring 2020 AzSCI Prototype Field Test Administration Directions Grades 5, 8, and 11.*

Any breach of test security, loss of materials, failure to account for materials, or any other deviation from acceptable security procedures shall be reported to AIMSScience@azed.gov. The discipline of staff members who violate test security is the responsibility of the district or charter. Disciplinary action may include, but is not limited to, a letter of reprimand, suspension with pay, suspension without pay, dismissal, or report of violation to the Investigations Unit of the State Board of Education.

Student Confidentiality

An important aspect of test security is maintaining student privacy. Federal law (the Family Educational Rights and Privacy Act, known as FERPA) prohibits the public disclosure of student information or test results. The following are examples of prohibited practices:

- giving out TestNav sign in information (username and password) to other authorized TestNav users or to unauthorized individuals;
- giving students the wrong credentials during the sign in process, causing students to sign in and test under another student's information; and
- misusing testing tickets.

Only students may sign in to their online test session. Test Administrators, Proctors, or other staff may not sign in using a student's credentials. However, Test Administrators may assist students with signing in when such assistance is needed.

Test Irregularities

A test irregularity is any event that could potentially impact the integrity of the assessments and the test results before, during, and after test administration. Test irregularities occur on rare occasions and are non-standard situations that may require further action for both online and paper-based testing. A test irregularity may include security violations, cheating, removal or mishandling of testing materials, or improper assistance by adults or students. Additionally, for online testing, a test irregularity may include an extended local internet connection disruption or a power outage that results in any student unable to complete a test session on the same testing day.

Test Administrators should be instructed to report any test irregularity that may arise during testing to the School Test Coordinator immediately. School Test Coordinators must notify District Test Coordinators of any test irregularities that are reported. District Test Coordinators must log into PearsonAccess[next] to indicate which student(s) need to have their test irregularity managed and why. ADE will go into PearsonAccess[next] to review the request for an irregularity. ADE will comment in PearsonAccess[next] if the students are invalidated or not. District Test Coordinators may contact ADE at AIMSScience@azed.gov regarding any test irregularity or test security violations as directed in this section.

Test irregularities must be reported within 24 hours by contacting ADE at AIMSScience@azed.gov. Once the test irregularity is reported, ADE will review, and the District Test Coordinators will be notified of any further action.

Students are expected to complete the test on the day it was initiated. In the event of any unforeseen circumstances, the District Test Coordinator should submit a testing incident report to ADE. Authorization to reopen the test section may be allowed only after ADE review and approval.

All administration errors, all student incidents where there is evidence of student cheating, and any evidence of a security breach must be reported to ADE as soon as possible. The Incident Report must be submitted to AIMSScience@azed.gov. After review of the incident, ADE will provide further guidance.

Note: For issues that arise during actual student testing, send an email to AIMSScience@azed.gov and indicate in the subject line "Students Testing—Need Help." Mark your email with a "High Importance" flag. Include a phone number so that we can call you back. In your email include any error message or code the student or TA is receiving.

Testing Platforms

Pearson's testing platform includes two systems: PearsonAccess[next] and TestNav.

PearsonAccess[next] System

District Test Coordinators will receive their PearsonAccess[next] login credentials December 11, 2019. District Test Coordinators will use the PearsonAccess[next] system to:

- Upload and manage other PearsonAccess[next] users;
- Search for and add student enrollments;
- Set specific test settings and Special Paper Version Test accommodations for students who need them;
- Place orders for Special Paper Version Tests;
- Print testing tickets;
- Monitor test completion rates for online testing and TestNav entry; and
- Report testing irregularities for online testing.

The *AzSCI Prototype Field Test PearsonAccess[next] User's Guide* provides instructions for these functions.

Users

District Test Coordinators are responsible for maintaining all PearsonAccess[next] users within their district or charter and assigning appropriate roles to these users. The user's role determines the level of permissions that the user will have. ADE recommends that all schools have a PearsonAccess[next] user with the role of School Test Coordinator to assist the District Test Coordinator. All Test Administrators must have a PearsonAccess[next] user role of Test Administrator, School Teacher, or higher in order to administer the AzSCI Prototype Field tests.

A user may have different user roles at different schools. If any school staff members will have School Test Coordinator or Test Administrator roles at more than one school within the district, they must be added to each of those schools in PearsonAccess[next].

Students

All students participating in AzSCI Prototype Field testing must be registered and enrolled in PearsonAccess[next] including students that are taking Special Paper Version tests.

After January 6, 2020 District Test Coordinators are responsible for adding students to PearsonAccess[next] so that all students who will participate in AzSCI Prototype Field tests have an enrollment in PearsonAccess[next]. School Test Coordinators may help the District Test Coordinator with this task. Refer to the "Managing Students" section of the *Spring 2020 AzSCI Prototype Field Test PearsonAccess[next] User's Guide* for instructions on editing or adding students.

Settings and Accommodations

For information about accommodations and universal test administration conditions, refer to the *Arizona Accommodation Manual - Revised August 2019*. This manual is located on the ADE website at http://www.azed.gov/assessment/accessibility/.

PearsonAccess^next will be used to set specific online settings and accommodations as well as to indicate non-embedded accommodations. Online test settings and accommodations must be set in PearsonAccess^next **prior** to the student testing. Non-embedded accommodations are set in PearsonAccess^next **after** testing for students who used these accommodations.

The District Test Coordinator may assign this task to other PearsonAccess^next users with the roles of District Test Administrator or School Test Coordinator. Refer to the "Managing Students" section of the *Spring 2020 AzSCI Prototype Field Test PearsonAccess^next User's Guide* on how to set online test settings and accommodations in PearsonAccess^next. Those with Test Coordinators and Test Administrators user roles will be able to change most test settings and accommodations in the Test Administrator Interface as students enter a test session.

Special Paper Version Tests Accommodations

Special Paper Version test accommodations include Large Print and Regular Special Paper Version for grades 5, 8, and 11 and Braille for grade 11.

All Special Paper Version requests must be approved by ADE using the following steps:

Step 1: Submit a request for a Special Paper Version (SPV) test to ADE. You will need to include a screenshot of the section of the IEP or 504 that explicitly indicates the accommodation the student uses for instruction and is required to use for testing. The screenshot of the IEP or 504 should include no student-identifiable information.

Requests should be submitted at http://www.azed.gov/assessment/spv/ between November 1, 2019 and February 13, 2020.

Step 2: After receiving approval from ADE, indicate the SPV test in the student's record in PearsonAccess^next. Refer to the "Managing Students" section of the Spring 2020 AzSCI Prototype Field Test PearsonAccess^next User's Guide for instructions.

All SPV test books for the AzSCI Prototype Field Test must be identified in the student's record in PearsonAccess^next. Student's who have an SPV test indicated in PearsonAccess^next will not have access to the online AzSCI Prototype Field Test.

Step 3: Place the SPV order in PearsonAccess^next during the Additional Order Window.

All students who test using a Special Paper Version test <u>must</u> have their responses entered into the TestNav system by the Test Administrator. All responses must be entered by the end of the test window.

Additional Order for Special Paper Version Tests

Special Paper Version tests must be ordered during the Additional Order window, January 6, 2020 - February 13, 2020.

Student Identification Information

Achievement District Test Coordinators are responsible for training School Test Coordinators and School Test Administrators in the correct use of all student identification fields on the test materials. Student identification information includes the student identification fields on the front of the test books.

Arrangements Prior to Test Administration

The AzSCI Prototype Field tests are to be administered at Arizona schools. Schools administering AzSCI Prototype Field tests at locations other than school property, such as a public library, hotel meeting room, or conference center, must provide addresses for all such off-site test locations to the Assessment Section of the ADE. AzSCI Prototype Field tests cannot be administered outside of the state of Arizona.

The Achievement District Test Coordinator is responsible for determining the suitability of each testing room. Each testing room must provide a comfortable and distraction-free environment. Seating should be arranged so that students are not tempted to look at the answers of others.

The Periodic Table of Elements for Grades 8 and 11 is available as an Exhibit within the AzSCI Prototype Field Test Online test and is embedded in all Grades 8 and 11 Special Paper Version tests. The Periodic Table of Elements is available on the ADE website and can be downloaded and posted. Copies of the the Periodic Table of Elements can remain posted during the Grade 8 and 11 AzSCI Prototype Field test only. **All other visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.**

Test Administrator Training

The Achievement District Test Coordinator is responsible for assigning Test Administrators and, if needed, Proctors for each group of students testing and for each testing room. Test Administrators and Proctors **must** be employees of the school and **must** be trained in the correct test administration and test security procedures. Proctors may also be assigned to assist Test Administrators. All Test Administrators and Proctors must sign a School Year 2019–2020 *Achievement Test Security Agreement*.

The training of Test Administrators and Proctors must include a thorough review of test security procedures; test administration procedures, including the correct use of testing conditions and accommodations; and procedures for handling unexpected or unusual situations. The Test Security Agreement should be reviewed during the training of Test Administrators and Proctors.

Paper or electronic copies of the *Spring 2020 AzSCI Prototype Field Test Administration Directions Grades 5, 8, and 11* should be reviewed by each Test Administrator and Proctor at least one day prior to the administration of any AzSCI Prototype Field test. Test Administrators and Proctors for AzSCI Prototype Field testing are expected to read all of the appropriate *Spring 2020 AzSCI Prototype Field Test Administration Directions Grades 5, 8, and 11*. *Spring 2020 AzSCI Prototype Field Test Administration Directions Grades 5, 8, and 11* are not secure test materials and may be kept in classrooms or other non-secure locations.

TestNav System

Pearson's comprehensive approach to assessment includes an online test delivery solution. TestNav is the test delivery platform. It is not the test itself. TestNav receives test content and then displays that content in a consistent manner on a wide range of devices (desktop, notebooks, tablets) running a wide range of operating systems and browsers.

TestNav includes the secure student test environment and the Test Administrator Interface. Test Administrators will use TestNav to allow student access to tests. Students will take the AzSCI Prototype Field tests within the secure browser.

TestNav will also be used for entering responses for students who tested using a Special Paper Version of the test.

The District Test Coordinators' responsibilities are outlined in this section from **before** testing to **during** and **after** testing. Remember that only students with an enrollment in PearsonAccess^next will be able to participate in AzSCI Prototype Field tests. **It is the District Test Coordinator's responsibility to ensure that all students who will take AzSCI Prototype Field tests are registered in PearsonAccess^next prior to testing and that any needed accommodations and test settings have been updated in PearsonAccess^next for each student who needs them.** All Test Administrators must have a PearsonAccess^next account and must be connected to the same district(s) and school(s) as the students they will be testing.

All Test Administrators and students must be familiar with the testing tools, resources, and platform. AzSCI TestNav Tutorials are available on the AzSCI Portal and should be used ahead of the test window to:

- Familiarize test administrators with the TestNav interface; and
- Teach students how to sign in to the secure browser (using testing tickets, if desired).

Testing Tickets

Testing tickets must be issued to all students. Testing Tickets contain the information that students will need to sign in to TestNav to test. Please refer to the *Spring 2020 AzSCI Prototype Field Test PearsonAccess^next User's Guide* for instructions on how to print testing tickets for students. Testing tickets will generate in a PDF and will have 10 tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed.

During Testing

It is the District Test Coordinator's responsibility to ensure that Online Test Administrators are trained to:

- Properly administer the AzSCI Prototype Field Test using TestNav;

- Maintain a secure test environment in accordance with AzSCI Prototype Field Test policies;

- Report any test irregularities to the School Test Coordinator or District Test Coordinator;

- Understand and use correct procedures for an individual student break in a test session. Students who require a stretch break during testing should sign out of their test in TestNav to keep the test content secure. The test will time out after 45 minutes, so the test session can be left open but students need to return to the test prior to the time expiring. If a test times out, the student's test status changes to **Exited**, and the student's test must be resumed before the student may sign in to TestNav to complete testing. For detailed instructions, refer to the *AzSCI Prototype Field Test PearsonAccess^next User's Guide*.

- Ensure that students may not talk, use electronic devices, or leave the room during testing;

- Know correct procedures for students who need additional time to finish their test; and

- Not allow any significant break during a test session.

Monitoring Test Completion

PearsonAccess^next will store the test completion data for the online tests. The "Manage Test" section of PearsonAccess^next allows you to monitor a student's test progress and set students to begin a specific test section. The **Manage Sections** screen may be used to manage the entire session, individual student tests, and student responses entered by an adult. For detailed instructions, refer to the *AzSCI Prototype Field Test PearsonAccess^next User's Guide*. School and district users can generate customized participation reports showing the number of students who have completed the AzSCI Prototype Field test. District-level users can create a file either for a specific school or for the whole district. These reports can be downloaded or opened in Excel.

Test Administrators must provide students using the Special Paper Version test of the AzSCI Prototype Field Test with sufficient time to complete the paper test and sufficient time for the Test Administrator to enter the student responses into the TestNav system by the close of the test window.

Transferring Student Responses to the TestNav System

All responses for students using a Special Paper Version test of the AzSCI Prototype Field Test must be transcribed into the TestNav system. The responses must be entered by the Test Administrator who has completed the Test Administrator training and signed an *Achievement Test Security Agreement*.

The Test Administrator should use the online test in the TestNav system to answer questions from the student about the directions that are included in the test. However, the Test Administrator must not read or interpret any test questions for the student.

Responses in the Special Paper Version tests that have not been transferred into the TestNav system will not be scored.

After Testing

Collect all test materials, Special Paper Version Test books, scratch paper, and test tickets from Test Administrators. All Special Paper Version Test books must be collected and accounted for before returning to Pearson.

Securely Destroy Locally

All used scratch paper and any student responses that were produced electronically must be securely destroyed either at the district or school.

Discard Locally

Spring 2020 AzSCI Prototype Field Test Coordinator's Manual Grades 5, 8, and 11 and *Spring 2020 AzSCI Prototype Field Test Administration Directions Grades 5, 8, and 11* can be discarded locally either at the district or school.

Return Special Paper Version Tests to Pearson, Inc.

Return all Special Paper Version test materials. Tests can be returned as soon as all students in the district have completed testing and all student responses have been entered into the TestNav system. However, all Special Paper Version tests must be returned no later than **February 21, 2020**.

Boxing Nonscorable Special Paper Version Test Books

☐ Verify that all student responses from Special Paper Version tests have been entered into TestNav.

☐ Place Special Paper Version tests in the box that materials were originally shipped in. Multiple schools in the same district can be boxed together.

☐ Place one green "Nonscorable" label on the top of each box that contains Special Paper Version tests.

☐ **Cover or remove the original UPS labels with your District information.**

☐ Fill any empty spaces in the nonscorable boxes with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts."

☐ Seal the boxes.

☐ Affix a **GREEN** nonscorable return label to the top of each box of nonscorable test materials. Be certain to write in the District Name and District Entity number. The School Name and School Entity number can be left blank.

Green Return Label for AzSCI PFT Nonscorable Materials

☐ Number the nonscorable boxes.

Mark the "DIST: BOX____OF____" section of the green nonscorable return labels in one continuous numbering sequence for the entire set of district or charter boxes. "SCH: BOX __ OF __" section of the green nonscorable return labels can be left blank.

☐ All boxes will be returned by UPS. Affix a nonscorable UPS shipping label to Pearson to the top of each box next to the green nonscorable label.

☐ Contact UPS to make arrangements to have AzSCI Prototype Field Test boxes out of building by February 21, 2020. Keep a list of the tracking numbers for all boxes being returned to Pearson.

UPS Label with Nonscorable Label Affixed to Box

☐ Keep nonscorable boxes in secure storage until the scheduled UPS retrieval.

UPS Ground Shipping Service

Contact UPS Ground at the phone number on the UPS shipping label to arrange for pickup of your boxes.

Copyright © 2020 by Arizona Department of Education

UPS Shipping Label

Follow the instructions below to return your AzSCI Prototype Field Test nonscorable test materials by UPS Ground. When contacting UPS Ground, follow the instructions below:

- At the bottom of the UPS label there is a contact phone number for your **local** UPS office.
- Inform the representative that you have a shipment going to Pearson with a **Pre-Paid Ground** label.
- Inform the representative of the number of nonscorable boxes that are to be picked up.
- Inform the representative of the physical address where the boxes will be picked up.
- Finally, inform the UPS representative of your business hours.

Before the UPS Ground driver arrives, check the boxes to ensure the following:

☐ A **GREEN** return label has been completed and affixed to the top of each box containing AzSCI Prototype Field Test **nonscorable** materials.

☐ A UPS **nonscorable** shipping label to Pearson has been affixed to each box of nonscorable materials.

☐ Verify the original shipping labels to your charter are removed or covered.

☐ Verify the total number of boxes with the **green** return labels. Have this number ready for the driver.

AzSCI Field Test Green Nonscorable Label and UPS Nonscorable Label Affixed to Box

Contact Information

Questions regarding the **administration** of the AzSCI Prototype Field Test should be directed to:

Email: AIMSScience@azed.gov

The Arizona Department of Education gratefully acknowledges the work of thousands of Arizona teachers involved in the development of the tests. Their dedication to creating a fair and reasonable test for the students of Arizona is greatly appreciated.

AZ00002980

1121921   **1 2 3 4 5 A B C D E**   **Printed in the USA**   **ISD32836**