

SPRING 2020

AzSCI Prototype Field Test Test Administration Directions

GRADES 5, 8, AND 11

Test Administrator's Name



ARIZONA SCIENCE TEST

SCIENCE

AZ00002979



Test Administrator:

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

School or District Test Coordinator contact information during testing:

District/School Test Coordinator _____

Contact phone # _____

Email: _____

Reminders for Test Administrators during AzSCI Prototype Field Test administration:

- **Once students start the test, it must be completed on the same day.**
- **If the test times out during testing or if the student signs out of TestNav: The Test Administrator resumes the test in PearsonAccess^{next} and the student signs back in to TestNav.**

If a student is unable to log in:

- Verify the student has the correct testing ticket.
- Verify the student typed the username and password exactly as listed on the student's testing ticket.
- Verify that the student's test session is in **Ready** or **Resumed** status in PearsonAccess^{next}.

If a student requires accommodations:

- Verify appropriate accommodations are set in PearsonAccess^{next} before testing.
- If the student has already signed in to the test and accommodations are not set, have the student sign out of his/her test.
- Select the accommodation(s) for the student in PearsonAccess^{next}. For more information, refer to the *AzSCI Prototype Field Test PearsonAccess^{next} User's Guide*.
- Have the student sign in to the test and verify the accommodation(s) are present.

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Overview of the Spring 2020 Administration of AzSCI Prototype Field Test

The Spring 2020 AzSCI Prototype Field Tests may be administered to students in Grades 5, 8, & 11. This document must be used for the administration of the AzSCI Prototype Field Test for the online test administration, Special Paper Version tests, and entering student responses into TestNav.

Students to Be Tested

Students in Grades 5, 8, and 11 may participate in the Spring 2020 administration of 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, AIMS A, are excluded from the AzSCI Prototype Field Test. Refer to the AIMS A guidelines on the Arizona Department of Education website at www.azed.gov for additional information.

Test Administrator and Proctors (including adults entering student responses into TestNav)

Test Administrators, Proctors, and any adult who will have access to AzSCI Prototype Field Tests must be employees of the school/district/charter. AzSCI Prototype Field Test Administrators, Proctors, and any adult who will have access to AzSCI Prototype Field 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 date;
- 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;
- Requesting guidance from the Test Coordinator when unusual circumstances arise or when uncertain about proper procedures;
- Confirming student accommodations or test settings in PearsonAccess^{next}; and

- Approving AzSCI Prototype Field Test testing access to the appropriate students only.

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

- Receiving the Special Paper Version test materials from the Test Coordinator;
- Verifying that the student’s responses are entered into TestNav within the test window; and
- Returning all the Special Paper Version test materials to the Test Coordinator.

Test Administration Schedule

The AzSCI Prototype Field Test is not a timed test. A test session must be completed by the end of the school day.

Students taking the same test within the same school are not required to test on the same day.

Administering the 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. AzSCI Prototype Field Tests are to be administered at Arizona schools. Students must be tested in a physical building designated as a testing site by the school. AzSCI Prototype Field Tests cannot be administered outside the state of Arizona.

Make-up science tests are to be scheduled anytime during the test window, but must be completed by February 21, 2020.

AzSCI Prototype Field Test Online Administration
Test Window: Monday, January 27, 2020–Friday, February 21, 2020 Student responses from Special Paper Version tests must also be entered into TestNav no later than February 21, 2020.

NOTE: All student responses from Special Paper Version tests must also be entered within this testing window.

Section One: Before AzSCI Prototype Field Test Administration

Test Security

All Test Coordinators and Test Administrators 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 TestNav as a student unless assisting student with log in procedures;
- Share their username/password for PearsonAccess^{next};
- 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 AzSCI Prototype Field Test item before, during, or after test administration;
- Allow students access to test content prior to testing;
- Allow students to share information during test administration;
- Read any parts of the test to students, except as indicated in the *AzSCI Prototype Field Test Administration Directions*, 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.

Test Administrators and Proctors may **not** assist students in answering test 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 AzSCI Prototype Field Tests that are not specifically identified in this manual or *The Arizona Accommodation*

Manual - Revised August 2019 posted on the ADE website at www.azed.gov/assessment/accessibility. The use of unacceptable resources during AzSCI Prototype Field 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 AzSCI Prototype Field 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 AzSCI Prototype Field testing.

Testing Conditions, Tools, and Accommodations

All AzSCI Prototype Field Test Administrators are expected to read and follow the guidance in *the Arizona Accommodation Manual - Revised August 2019* posted on the ADE website at www.azed.gov/assessment/accessibility.

Universal Test Administration Conditions are specific testing situations and conditions that may be offered to any student to provide a comfortable and distraction-free environment. Certain accommodations are available to students with an injury, English learner students, and students with a disability. Accommodations are 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 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.

Test Settings and Accommodations

Students who require specific test settings or testing accommodations must have those set in PearsonAccess^{next} before the test session. Users with an AzSCI Prototype Field Test user role of District Test Coordinator, School Test Administrator, or School Test Coordinator can change all test settings and accommodations in PearsonAccess^{next} any

time prior to testing. Information on how to add and update accommodations can be found in the *AzSCI Prototype Field Test PearsonAccess^{next} User's Guide*.

For students who require Special Paper Version tests, the Test Administrator must follow the directions for administering and entering student's responses into TestNav. See Sections Five and Six of this document for detailed information.

User Roles in PearsonAccess^{next}

Each Test Administrator must have the appropriate user role in the PearsonAccess^{next} system provided by the Test Coordinator. The Spring 2020 Arizona Science test administration in PearsonAccess^{next} will be used to manage both AIMS Science and the AzSCI Prototype Field Test.

Any adult who will be entering student responses into TestNav for students who were administered a Special Paper Version test must also have an appropriate user role.

Location for Testing

The location for testing must be determined prior to testing. The AzSCI Prototype Field Test is to be administered at Arizona schools. The AzSCI Prototype Field Test cannot be administered outside the state of Arizona.

Prepare the Room for Testing

The testing room should be prepared for the AzSCI Prototype Field 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.
- Poster-size versions of the Periodic Table of Elements may remain posted during AzSCI Prototype Field testing for Grades 8 and 11. **All other 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 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 *AzSCI Prototype Field Test Administration Directions*
- One computer or compatible device for the Test Administrator
- One computer or other approved device for each student to be tested with the TestNav application installed
- “Testing – Do Not Disturb” signs
- List of students to be tested
- Printed student testing ticket for each student to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank or lined scratch paper
- Sign in/out log for restroom breaks

Prepare Student Devices for Testing (including devices that will be used to enter student responses for Special Paper Version tests)

Test Administrators are responsible for ensuring the following:

- All testing devices are in working order.
- TestNav application has been downloaded and installed on all devices.
- Each device must have the required headphone, keyboard, and mouse and be in working order.

Before students arrive to take an AzSCI Prototype Field Test, the Test Administrator should close all programs on each testing device, then launch the TestNav application.

The student **Sign In** screen should be showing when students enter the room to take the test. In the event of technical difficulties with TestNav, contact your Test Coordinator.

TestNav Arizona Sign In Screen



AzSCI TestNav Tutorial

Students should take the AzSCI TestNav Tutorial prior to taking the Spring 2020 AzSCI Prototype Field Test. Although it is not a scored test, students will become acquainted with the online tools, navigation features, and item types while taking the AzSCI TestNav Tutorial.

Start Test Session

Before testing begins, each test session must be started in PearsonAccess^{next}. Upon starting a test session, each student's test is in locked status. On testing day, students present for testing must be unlocked in PearsonAccess^{next} before students can sign into TestNav with their credentials supplied on the testing ticket. Refer to the *AzSCI Prototype Field Test PearsonAccess^{next} User's Guide* for detailed instructions on how to start a test session and unlock a test session.

Signing Into TestNav to Begin Testing

Computers and headsets should be in place when students arrive. TestNav should be downloaded, and the "Sign In" screen should be visible.

Write the Seal Code in a place visible to all testing students.

Students must have their testing tickets in order to sign in to the AzSCI Prototype Field Test in TestNav.

Prepare for Online Testing

Testing Tickets

Testing tickets contain the information that is required for students to log into TestNav. Testing tickets are available resources in PearsonAccess^{next}.

Sample Testing Ticket

STUDENT TESTING TICKET	
Student:	Lastname1, Firstname1
SSID:	567899101234
Session:	AZSCI FIELD TEST GRADE 5
Date of Birth:	11/05/2007
Test:	AZSCI FIELD TEST GRADE 5
Select Arizona in the application.	
Username: 56789101234	Password: 272d2c

The Test Coordinator or the School Test Administrator may print testing tickets for TestNav. Please refer to the **Session Resources** section of the *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 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. Testing tickets are considered secure test materials and should be stored securely when not in use. Testing tickets must be collected at the end of a testing session regardless of whether testing is completed or not for the day.

Seal Codes

Seal Codes are needed to unlock the test in TestNav. When a test is sealed, students cannot proceed into the test. Prior to testing day, the Test Administrator needs to print out the Seal Codes for each test session. All students in a session will use the same Seal Code to unlock the test. Seal codes are considered test materials and should be stored securely when not in use.

Sample Seal Codes

Seal Codes

Session Name AZSCI FIELD TEST GRADE 5

Test AZSCI FIELD TEST GRADE 5

Start Date

Location

Seal Codes are needed to unlock sections of a test. When a test section is sealed, students cannot proceed into the sealed section of the test.
Each sealed section requires a different Seal Code.

The number of Seal Codes you will use is determined by the number of sealed sections in the test. You must use the Seal Codes in the exact order in which they are listed below. For instance, if the table contains two sealed sections, use only the first two Seal Codes and ignore the remainder.

Allow Access to **Section 1: Section 1**, by providing the Seal Code

3514

Section Two: During AzSCI Prototype Field Test Administration

The AzSCI Prototype Field Test 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 you through test administration 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" in the scripted directions.

Section Four of this document includes the scripted directions for the online AzSCI Prototype Field Test. Section Six of this document includes the scripted directions for Special Paper Version tests.

Breaks During Test Session

- Individual students are allowed to use the restroom. Students must sign out of 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 an emergency or other unusual situation that occurs during testing.

Monitoring Testing

During the administration of the AzSCI Prototype Field Test, 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 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

Test Administrators can monitor test sessions in the **Students in Sessions** screen in PearsonAccess^{next}. Test Administrators can view student status and lock or unlock 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 students 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 the Test Coordinator for guidance.

The Arizona Department of Education recommends that the student's parents or guardians receive written notification of the incident and its consequences.

Students Who Leave the Room During Testing

Students should remain in the testing room during the entire scheduled testing 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 fill out the classroom sign in/out log for restroom breaks when leaving and 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 testing session of the AzSCI Prototype Field Test, including those students who leave due to illness, are ineligible to continue the test for that testing session. The Test Administrator should inform the student that he/she will **not** be permitted to finish the test when the student returns to school.

The Arizona Department of Education recommends that documentation identifying the time the student left the testing room, the testing session in progress at that time, and the reason for leaving early be kept.

The student must submit his or her test before leaving the room. If the 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.

Troubleshoot Guidance During Online Testing

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

- **Student unable to log in** – Student must type his or her username and password exactly as listed on the student's testing ticket. Verify that the student's test session is in **Ready** status and student is unlocked in PearsonAccess^{next}.

- **Student in “Exited” status** – Student has signed out of TestNav.
- **Student in “Completed” status** – Student has completed and submitted the test session.
- **Test Session Stopped** – A session can only be stopped when testing is complete and students’ statuses are complete. When testing is complete, students cannot be added to the session.

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 irregularities must be submitted in PearsonAccess^{next} by the District Test Coordinator on the day of the occurrence. The District Test Coordinator logs into PearsonAccess^{next} and indicates which student(s) need to be invalidated and why. ADE will go into PearsonAccess^{next} to review those requests for invalidations. ADE will comment in PearsonAccess^{next} if the students are invalidated or not.

Section Three: After AzSCI Prototype Field 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 Online 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 sign out of his or her test session before moving to another computer or room. The Test Administrator will have to “Resume” the student’s test session.

Ending Online 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 TestNav system for a status of “Submitted.” Refer to the *AzSCI Prototype Field Test PearsonAccess^{next} User’s Guide* for more details on checking test statuses.

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 accommodation(s) or who provided the testing accommodation(s) must provide this information to the School Test Coordinator to update TestNav.

Special Paper Version Test

All student responses from a Special Paper Version test must be transferred into TestNav. Special Paper Version tests must be returned to the District Test Coordinator. See Sections Five and Six of this document for detailed information.

Section Four: Scripted Directions for Online AzSCI Prototype Field Tests

To begin, the Test Administrator must:

- *Launch the TestNav application on each testing device.*
- *Write the seal code in a place that is visible to all testing students.*
- *Distribute testing tickets.*

The use of scratch paper is allowed for all parts of the AzSCI Prototype Field Test. All scratch paper must be collected at the end of each day and securely destroyed following your district's directions.

Online Testing Scripted Directions for AzSCI Prototype Field Test

SAY Today, you will be taking the AzSCI Prototype Field Test.

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 a personal electronic device in his or her possession during this test session may have his or her Science test invalidated.

If you have a question or need help during the test, raise your hand, and I will come to you.

The Science test is not a timed test. If you have not completed the Science test at the conclusion of this test session, you will be allowed to continue working. However, you must complete the Science test by the end of today.

Are there any questions?

Answer any questions.

SAY You will see the "Sign In" screen on your computer. You will perform a sound check by clicking on the "Test Audio" link on the Sign In screen.

Put on your headphones. When you hear the sound, remove your headphones for more directions.

Scripted Directions for Online AzSCI Prototype Field Tests (cont.)



SAY Raise your hand if you do not hear the sound.

Assist any students who are unable to hear the audio.

- *Check to make sure the headphones are securely plugged in to 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 student to another computer with working audio.

SAY You will now sign in to the test. On the Sign-In screen, enter your Username and Password from your testing ticket, then click the blue Sign In button.

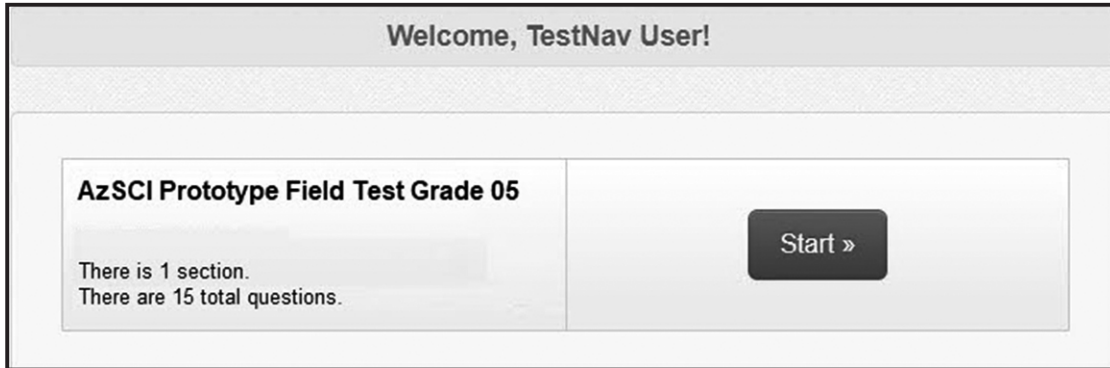


Note: *If any student information is incorrect, the student **must not** proceed with testing. The student's information must be corrected in PearsonAccess^{next}. A new testing ticket must be printed for the student.*

Scripted Directions for Online AzSCI Prototype Field Tests (cont.)

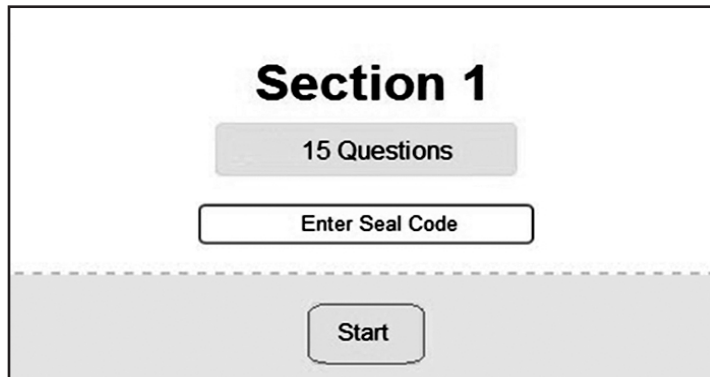
Verify that all students are signed in.

SAY Now, you will see the Welcome screen. Check that your name appears correctly on the top right corner of the screen. Raise your hand if the name is not correct.



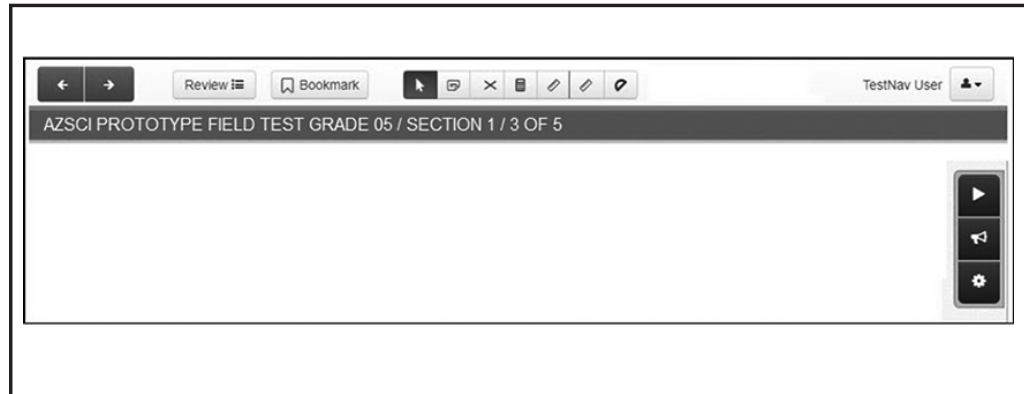
SAY Click the Start button.

Type the Seal Code in the Seal Code field.



SAY Once you have typed in the Seal Code, click the blue "Start" button to continue.

Scripted Directions for Online AzSCI Prototype Field Tests (cont.)



SAY The tools are located at the top and right hand side of the screen.

- The Previous and Next arrow buttons move you through the test. As you move through the test, some items may take a few seconds to display.
- There are buttons to review and bookmark questions as well as pointer, notepad, answer eliminator, calculator, rulers, and protractor buttons.
- The User drop down next to your name has background color, magnifier, line reader mask, zoom, and sign out.

SAY On the right side of the screen, you will find three accessibility tools for you to use, if needed.

- The Play Text-to-Speech tool allows text to be read to you aloud.
- The Toggle Click-to-Hear tool highlights and reads aloud selected text.
- The Text-to-Speech Settings allows you to change speed and volume of text-to-speech.

Are there any questions?

Answer any questions.

Scripted Directions for Online AzSCI Prototype Field Tests (cont.)

SAY (For Grade 8 and 11) At the right of the screen, you will see an “Exhibits” icon. When you click on it, you will see the Science Reference Sheet. You may use it when necessary by clicking on it.

(For Grade 8 and 11) Make sure all students are on the correct screen on their computers. Pause, and then continue.

Continue directions for all grade levels.

SAY At the end of the science test, you will have a chance to go back and review your answers using the “Review” drop down menu. If you are satisfied with your answers, click the “Submit” button.

The section Exit Warning will show. If you are ready to submit your test, click the “Yes” button.

You must remain silent until the conclusion of the test session.

Are there any questions before we begin?

Answer any questions.

SAY The test contains Science questions. Read the stimulus. Then use the information from the stimulus and your knowledge of science to answer the questions that follow.

When you finish, you may go back and check your work. Make sure that you have answered all the questions.

Are there any questions?

Answer any questions.

SAY Now we are going to start the test. Click on the “Next” button to begin.



Scripted Directions for Online AzSCI Prototype Field Tests (cont.)

While students are taking the AzSCI Prototype Field Test, move around the room to make sure 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 PearsonAccess^{next} (refer to the AzSCI Prototype Field Test PearsonAccess^{next} User's Guide for detailed instructions on Monitoring Student's Status).

Note: As each student finishes the test, do not allow students to use electronic devices, including cell phones, until after all students are signed out of the test session.

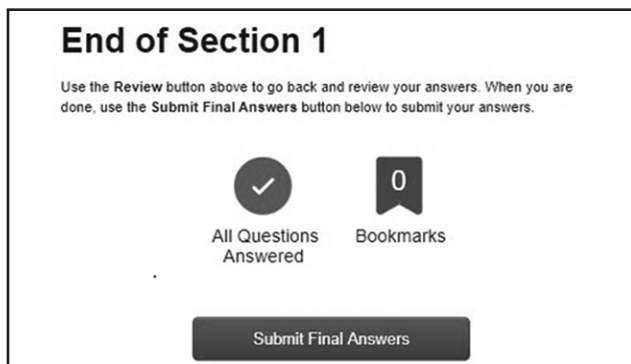
When the test session ends:



The test session is now over. If you have not finished testing, you will be allowed to continue working, but "Sign Out" at this time.

If you have finished testing and reviewed your answers, you may click the green "Submit Final Answers" button now.

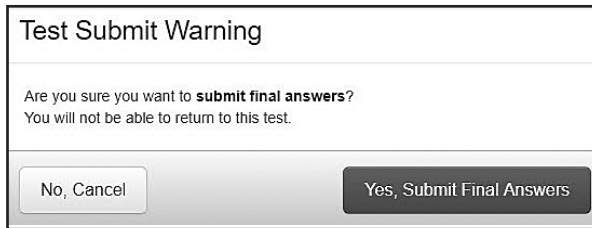
The student will see the screen below at the end of the test. The screen below says **End of Section 1**. This screen shows the section the student has completed, as well as the number of unanswered questions, questions answered, and bookmarked questions. The student can click "Review" to review questions in that section. After students leave the section, they cannot go back to the section.



Once the student clicks the "Submit Final Answers" button, the student's test opportunity will end, and the student will not be able to continue to test. This section of the test cannot be reopened once the student clicks "Submit Final Answers."

Scripted Directions for Online AzSCI Prototype Field Tests (cont.)

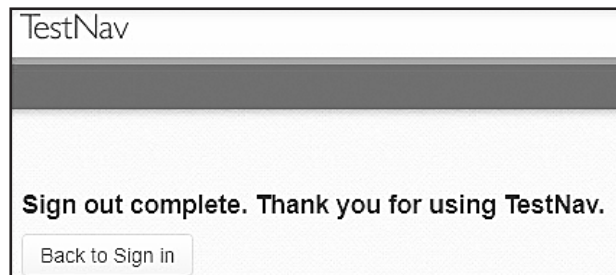
Students will receive a warning that they are about to submit their final answers.



SAY This concludes the test session.

TestNav displays the **Test Submit Warning** screen confirming that the student is ready to exit the test. The warning tells the student that he or she cannot return to the test after clicking the green **Yes, Submit Final Answers** button.

When the student clicks **Yes, Submit Final Answers**, TestNav logs the student out and displays the **Sign Out Complete Page**.



SAY This ends the AzSCI Prototype Field Test.

At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have not completed their test and have the student **"Sign Out"** of the test section.

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, this will end the test session. Next, click **"Sign Out"** in the upper-right corner of the TestNav system.

Collect all test materials from the students. All test books and testing tickets should be treated as secure documents and must be accounted for at the end of each testing session. Missing test books must be located prior to dismissing students. All test materials must be kept in secure, locked storage.

Section Five: Special Paper Version Tests

Braille, Large Print, and Regular-Size Paper Version Tests

Several testing issues are unique to the population of some students. The purpose of this section is to assist test Administrators with the proper administration of the Special Paper Version tests: Large Print and Regular Size Print for Grades 5 and 8 and Large Print, Regular Size Print, and Braille for Grade 11.

Test Administrators must provide students using the Special Paper Version tests enough time to complete the AzSCI Prototype Field Test. The Test Coordinator should ensure that every Test Administrator administering a Special Paper Version test is provided with the appropriate Special Paper Version test materials.

Special Paper Version test materials include:

- Regular-Size Print Test Book
- Large Print Test Book
- Braille SPV Kit:
 - o Braille Test Book
 - o Braille Reference Sheet

Administering Special Paper Version Tests and TestNav

Students taking the Special Paper Version tests should record their responses by marking their responses directly on the Special Paper Version test book. The Test Administrator must record responses directly into TestNav after the student completes the test or a section of the test. **Responses not recorded in TestNav will not be scored.**

Section Six: Scripted Directions for Special Paper Version Tests

Materials required to administer Special Paper Version tests:

- AzSCI Prototype Field Test Administration Directions
- A “Testing—Do Not Disturb” sign
- #2 pencil
- Scratch paper for AzSCI Prototype Field Test (students can write directly in test booklets)
- Straight-edged ruler with centimeters and inches
- A four-function calculator for Grade 5 and a scientific calculator for Grades 8 and 11.

Students can record their responses by marking directly on Special Paper Version test books. All responses must be recorded by an adult into TestNav to be scored.

SAY (For Grade 8 and Grade 11) **Open your test book to page 1 and look at the Science Reference Sheet. You may use the information from the Science Reference Sheet at any time during the test. A scientific calculator is available for students in grades 8 and 11. Braille students will receive a separate reference sheet along with their Braille test booklet.**

Continue directions for all grade levels.

SAY **Today you will be taking the AzSCI Prototype Field Test.**

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. Cell phones, smart watches, or other electronic devices, are not permitted during the entire testing session. Any student who has any electronic device, including a cell phone, in his or her possession during AzSCI Prototype Field testing may have his or her test invalidated.

SAY **On the front cover of your test booklet, write your name on the line labeled “Student Name.” Complete the lines labeled “Teacher Name,” “School,” and “District.”**

SAY **Verify that the name on the cover of your test booklet is your name.**

SAY **If you have a question or need help during the test, raise your hand, and I will come to you.**



The test book contains Science questions. Read the stimulus. Then use the information from the stimulus and your knowledge of science to answer the questions that follow. You may write in your test book, and you must mark all your answers in the test book.

When you finish the Science test, you will see the stop sign.



When you see the stop sign, you may go back and check your work. Check to be sure that every question in the test book has been answered.

When you finish checking your work, close your test book. Raise your hand, and I will collect your test book.

You must remain silent until the conclusion of the testing session. This is not a timed test. However, you must complete the Science test by the end of today.

Are there any questions?

Answer any questions.



You may now begin.

After each student has completed the AzSCI Prototype Field Test, the student AzSCI Prototype Field Test responses must be entered in TestNav. Responses not recorded into TestNav will not be scored.

All test books must be returned to the District Test Coordinator. All student responses must be entered in TestNav prior to the materials being returned to Pearson. Student responses not entered into TestNav by the end of the test window will not be scored.

Preparing to Enter Responses into TestNav

Preparing a Session in PearsonAccess^{next} is the action that links the students in the Session with their assigned form in TestNav. All students that need a Special Paper Version test must be assigned a Special Paper Version Test Accommodation in PearsonAccess^{next}. All students that have a Special Paper Version Accommodation must also be registered in a Special Paper Version Test Session. Refer to the *AzSCI Prototype Field Test PearsonAccess^{next} User's Guide* for complete instructions on how to assign and register a student to a Special Paper Version Test.

Starting a Session and Unlocking Student Tests in PearsonAccess^{next}

Once all students have been assigned to a Special Paper Version test session in PearsonAccess^{next}, the Test Coordinator or Test Administrator may begin preparing for testing. Prior to the test day, the test session resources must be accessed from PearsonAccess^{next}.

On testing day, a test session must be started, and students tested with a Special Paper Version test must be unlocked by the Test Administrator in PearsonAccess^{next}. This must be done prior to signing in to TestNav with the students' credentials supplied in the testing ticket. Refer to the *AzSCI Prototype Field Test PearsonAccess^{next} User's Guide* for detailed instructions on how to approve students for testing.

Testing Tickets

Testing tickets are an available resource in PearsonAccess^{next}. Testing tickets contain the students' information that is required for the Test Administrator to log into TestNav as the student.

Sample Testing Ticket

STUDENT TESTING TICKET	
Student:	Lastname1, Firstname1
SSID:	567899101234
Session:	AZSCI FIELD TEST GRADE 5
Date of Birth:	11/05/2007
Test:	AZSCI FIELD TEST GRADE 5
Select Arizona in the application.	
Username: 56789101234	Password: 272d2c

Seal Codes

Seal Codes are required to unlock the sections of a test in TestNav. When a test section is sealed, you cannot proceed into the sealed section of the test. Each sealed section requires a different Seal Code. The number of Seal Codes used is determined by the number of sealed sections in the test. Prior to testing day, the Test Administrator needs to print out Seal Codes for all sections. You will use the same Seal Code to unlock each section of the test for all students in this session. Seal Codes are considered test materials and should be stored securely when not in use.

Sample Seal Codes

Seal Codes

Session Name: AZSCI FIELD TEST GRADE 5

Test: AZSCI FIELD TEST GRADE 5

Start Date:

Location:

Seal Codes are needed to unlock sections of a test. When a test section is sealed, students cannot proceed into the sealed section of the test. Each sealed section requires a different Seal Code.

The number of Seal Codes you will use is determined by the number of sealed sections in the test. You must use the Seal Codes in the exact order in which they are listed below. For instance, if the table contains two sealed sections, use only the first two Seal Codes and ignore the remainder.

Allow Access to Section 1: Section 1, by providing the Seal Code

3514

Signing In to TestNav

When it is time to enter the student responses, the Test Administrator will sign into TestNav as the student, using the information provided on the testing ticket. The **Arizona Sign In** screen should be visible. The Test Administrator should have the testing ticket and the Seal Code from PearsonAccess^{next} ready to sign in to the AzSCI Prototype Field Test as the student.

TestNav Sign In Screen

The screenshot shows the TestNav interface. At the top, it says 'TestNav' and 'Not Signed In'. Below that is a 'SIGN IN' header. The main content area is titled 'Arizona' and contains a 'Sign In' form. The form has two input fields: 'Username' and 'Password'. Below the fields is a blue 'Sign In' button. To the right of the button are two links: 'Test Audio' and 'Mic Check & Sample Tests'.

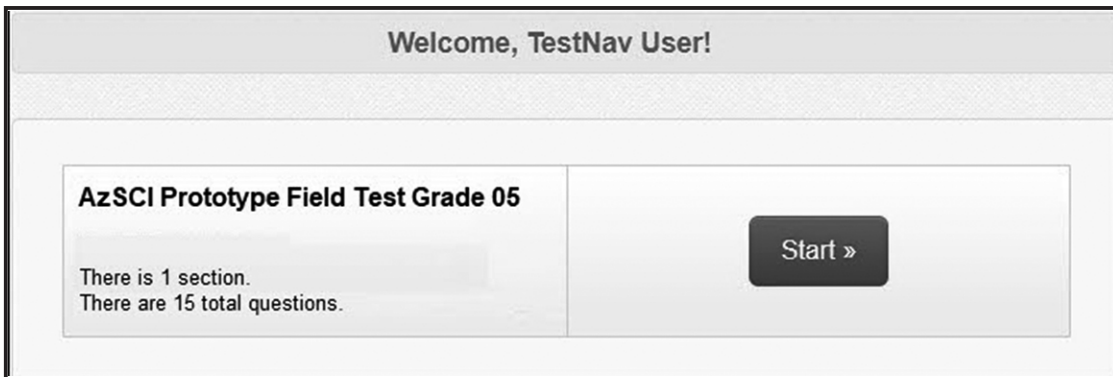
On the **Sign In** screen, the Test Administrator will enter the students' Username and Password as provided on the **Testing Ticket**, then will click the blue **Sign In** button. Section 1 will not begin until the **Seal Code** is entered. Once the correct 4-digit code is entered, the **Start** button will turn blue.

Once signed in, make sure the student's name appears in the top right corner of the screen.

Note: If any student information is incorrect, you must not proceed. Contact the Test Coordinator.

The Test Administrator will see the TestNav **User Welcome Screen**.

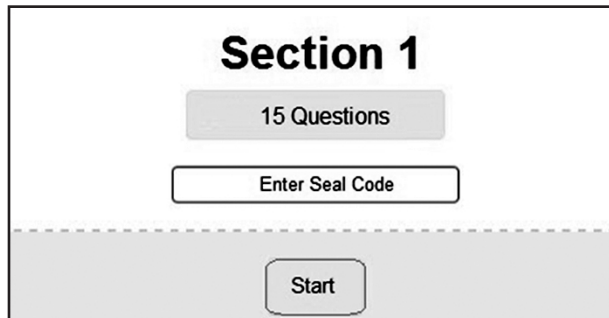
TestNav Sign In Screen



Click the blue **Start** button.

Next, you will type the **Seal Code** in the Seal Code field.

Section 1 Seal Code Field

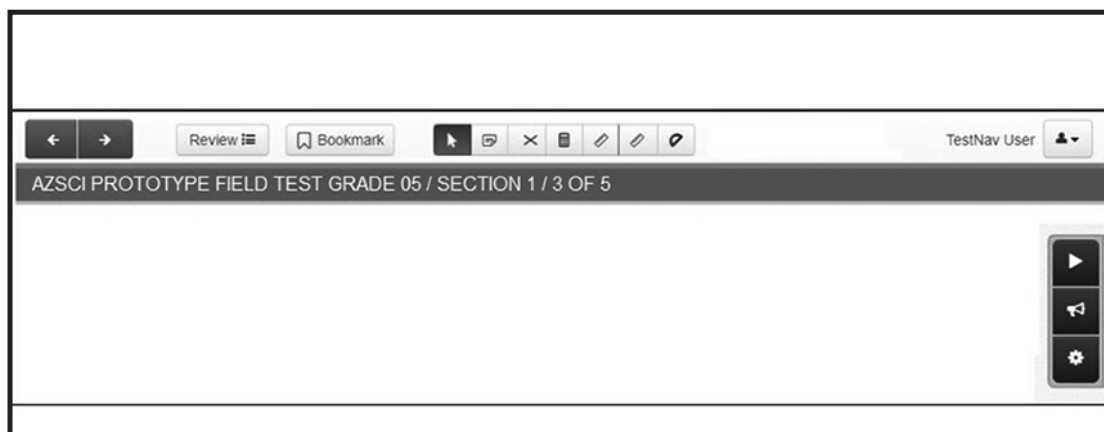


The AzSCI Prototype Field Test Special Paper Version test has a single test session. There is only one Seal Code for the entire test session.

Once the **Seal Code** is typed in for the Grade 5, 8, or 11 test session, the **Start** button will turn blue to show that it is activated. Click the blue **Start** button to continue.

On the next screen, at the header bar, the Test Administrator will see the different buttons available to use throughout the test.

AzSCI Prototype Field Test Screen

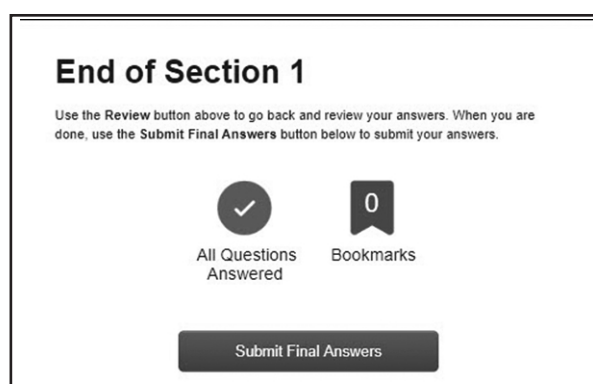


The first three questions will relate to information about the Test Administration and key entry. The Test Administrator will first respond to these questions and then proceed to entering the student responses from the test book into the online test in TestNav.

Entering Student Responses into TestNav

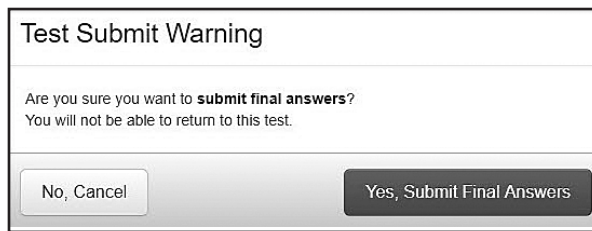
Student responses must be entered in TestNav by clicking on the radio button next to the answer as the student marked on their Special Paper Version test book.

Once the student responses have been entered for a section, the Test Administrator will see the “End of Section” screen. This screen shows the section has been completed, as well as the number of unanswered questions, questions answered, and bookmarked questions. After the Test Administrator leaves the section, they cannot go back to that section.



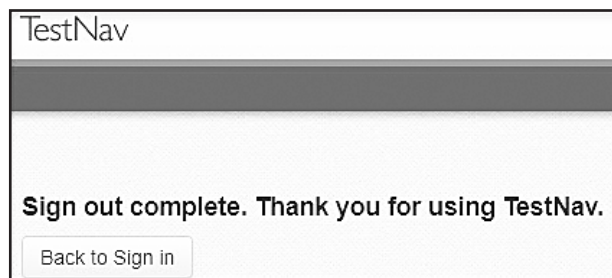
Note: Once the Test Administrator clicks the Submit Final Answers button, the test opportunity will end, and they will not be able to continue the test. This section of the AzSCI Prototype Field Test cannot be reopened once they click **Submit Final Answers**.

To submit the answers, click on the green **Yes, Submit Final Answers** button.



The Test Administrator will see the Test Submit Warning. This warning confirms that they are ready to exit the test. The warning tells them that he or she cannot return to the test after clicking the green **Yes, Submit Final Answers** button.

When the Test Administrator clicks **Yes, Submit Final Answers**, TestNav logs them out and displays the **Sign Out Complete Page**.



After Testing

Special Paper Version tests must be returned to the District Test Coordinator.



Pearson

19500 Bulverde Road

San Antonio, Texas 78259-3701

888-705-9421 | www.pearson.com



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